



# City of Beverly

## CITY COUNCIL

COUNCILOR-AT-LARGE  
JULIE R. FLOWERS,  
COUNCIL PRESIDENT  
HANNAH L. BOWEN  
BRENDAN S. SWEENEY

WARD COUNCILORS  
WARD 1 TODD C. ROTONDO  
VICE PRESIDENT  
WARD 2 ESTELLE M. RAND  
WARD 3 STEVEN M. CROWLEY  
WARD 4 SCOTT D. HOUSEMAN  
WARD 5 KATHLEEN M. FELDMAN  
WARD 6 MATTHEW J. ST. HILAIRE

**Agenda**  
**Regular City Council Meeting**  
**Monday March 7, 2022**  
**City Council Chambers**  
**191 Cabot Street, 3<sup>rd</sup> Floor**  
**7:00 PM**

CITY OF BEVERLY  
REGISTRATION DEPARTMENT  
2022 MAR -3 P 12:41

**Roll Call of Members:**

**Pledge of Allegiance to the Flag:** Houseman

**Moment of Silence:** For all those in Ukraine and for all those whose lives are impacted by war and violence.

**Resolutions:** None

**Presentations, Awards and Memorials:**

1. Mayor Cahill, Finance Director Bryant Ayles and ARPA Manager Jamie Corliss- Update on ARPA Funds.

**Comments by Citizens (subject to the conditions contained in Appendix A to the "Rules and Orders"):** Anyone who would like to speak at the Meeting has until 9:30AM on the day of the Meeting to register with the City Clerk. (Limit of 3 @ 5 minutes each):

1. Dr. James Thompson, 845 Hale Street

**Public Hearings:**

1. 7:50 PM-Order #047- Transfer of \$70,920 from the Waterway Improvement Fund. The transfer consists of \$35,000 to support the CAD cell feasibility study grant, \$32,800 to support the hoist pier construction grant and \$3,120 to support the Glover Wharf float feasibility study grant.
2. 8:10 PM- Order #048-Transfer of \$642,085 from the city's certified free cash balance into capital fund 598 and to rescind the previously authorized loan (Order #044-2021) of \$750,000 for replacement of the turf field at the high school.

3. 8:20 PM- Order #049-Transfer of \$1,111,519 from the city's certified free cash balance to be placed in the City's Stabilization fund and a transfer of \$224,304 from the city's free cash balance to be placed in the OPEB trust. Transfer total requests totaling \$1,335,823.
4. 8:30 PM-Order #050-Transfer of the city's free cash balance in the amount of \$1,500,000 to be placed in the City Hall Rehabilitation capital project fund.
5. 8:40 PM-Order #066-Transfer of \$325,000 of the City's Free Cash for the remainder of the purchase price as well as costs of improvements to the two lots on Simon Street.
6. 8:50 PM-Order #067- CPA Funding Recommendation for Out of Cycle application relative to the anticipation by the City, of two vacant lots located at 14 Simon Street and 34 Simon Street.

**Acceptance of Minutes of Previous Meeting:**

1. Regular City Council Meeting February 22, 2022.
2. Legal Affairs/Committee of the Whole Committee Meeting February 28, 2022.

**Communications from His Honor the Mayor:**

1. Order #068-Grants-\$6,275 Student Awareness Fire Education and Senior SAFE grant for \$3,255 from the EOPSS-Department of Fire Services. Total grant award is 9,530 for public fire and life safety initiatives in our community.
2. Order #069-Transfer-\$10,500 from the Reserve for Union Negotiations into the Fire Department Budget to fund costs associated with recently agreed upon MOA between the City of Beverly and Fire Dispatch Union.
3. Order #070-Transfer- \$113,500 into various municipal department budgets to fund costs associated with recently settled contract between City of Beverly and BMEA.
4. Order #071-Approving Purchase of 14 Simon Street and 34 Simon Street, Beverly, MA for consideration of \$200,000 each.
5. Order #072-Grant-\$1,300 from the Commonwealth of Mass MED-Project Drug Stewardship Program. This grant will be used for costs surrounding the management and disposal of unwanted household opioids in the medication collection receptacle in the Beverly Police Station lobby.
6. Order #073-Grant-\$3,000 to the Emergency Management Task Force a Hazardous Material Emergency Preparedness grant from the Mass Emergency Management Agency to be used for hazardous materials planning, training, and exercise activities with a goal of developing improving and carrying out emergency plans.
7. Order #074-2022 Capital Expenditure Plan

**Communications, from other City Officers and Boards:**

1. Order #075-Tim Flaherty, Charter Review Committee Final Report. (Report is on file for public viewing at the City Clerk's Office and on the City Clerk's website)
2. Order #076-Community Preservation Committee-9<sup>th</sup> Round CPA Project Funding Recommendations.
3. Order #077-Quarter 2 summary from the School Committee Finance and Facilities.
4. Order #078-City Clerk-New License for Witch City Taxi, Inc. at 92 Jackson Street, Salem.
5. Order #079-City Solicitor-Process for local approval of home rule petition to amend the City's 1995 Home Rule Charter.

**Communications, Application and Petitions:**

1. Order #080-Keolis-2022 Yearly Operating Plan.

**Unfinished Business from a previous meeting:** None

**Motions and Orders:**

1. Order #055- Sergeant Henebury- -Amendment to Include Handicapped Parking Space at Lyons Park, located across from 126 Lothrop on the East side.

**Reports of Committee:**

Reports of Committees: See attached Committee Reports with Actions taken noted. Note that the Council is likely to act on matters listed on the Committee Reports, unless they are held in Committee. Committees also may meet during a Recess of the full Council, and consider any Agenda Item identified herein, or on the attached Committee Reports, and report back to the full Council on such matters when it reconvenes. The foregoing matters are those reasonably anticipated by the President up to 48 business hours prior to the scheduled Meeting time. It is possible that not all matters will be addressed. To the extent permitted by law, matters may be discussed that are submitted or arise within 48 business hours of the scheduled Meeting, if they were not reasonably anticipated by the President .

**Meeting Adjourned:**

**City of Beverly**  
**Regular City Council Meeting**  
**Public Meeting Minutes**  
**Tuesday, February 22, 2022, 7:00pm**  
**City Council Chambers, 191 Cabot St.**

CITY OF BEVERLY  
RECEIVED AND RECORDED  
2022 MAR -4 A 8:50

Julie Flowers, City Council President, called the meeting to order at 7:01pm. City Clerk, Lisa Kent, took the attendance by roll call.

Members Present: Hannah Bowen, Steven Crowley, Estelle Rand, Todd Rotondo, Matthew St. Hilaire, Brendan Sweeney, Julie Flowers

Members Absent: Kathleen Feldman, Scott Houseman

Sweeney led the pledge of allegiance.

**Presentations, Awards and Memorials**

**Finance Director Bryant Ayles and American Rescue Plan Act Manager Jamie Corliss-Small Business Assistance Program**

Ayles and Corliss gave an overview of the Small Business Assistance Program that was launched earlier this week and will be funded through the American Rescue Plan Act. This program is targeted to small businesses, and grants range from \$5,000 to \$50,000. Awards will be made based on the number of applicants and revenue loss due to the pandemic. Applications are available now through March 9 on the City website. There will be a review board of four members including Jamie Corliss, a representative from Beverly Main Streets, a representative from the Chamber of Commerce, and a volunteer. There are some limits on what the grants can be used for under ARPA. They can be used to support operational costs not capital improvements or equipment purchases. Awardees will have to submit one report back on how funds were spent.

There was some discussion of other ARPA funds, and Ayles and Corliss will be coming back next meeting for a more broad presentation.

Sweeney asked about the total amount for grants.

Michael Cahill, Mayor, stated there is a ceiling in mind, which is expected to be in excess of one million dollars. After the deadline it will be easier to get a sense of how much will be needed.

There was some discussion about whether or not the grant money awarded would be taxable and about the reach of the grant program.

**Public Hearings**

**Order #044-7:15 PM-Petition for National Grid-Plan #30452436 in accordance with the plan marked Bay View Ave.**

Flowers opened the public hearing.

A representative from National Grid stated this is to facilitate a service upgrade at this location.

The public hearing was closed and the item was referred back to the Committee on Public Services.

### **Presentations, Awards and Memorials (Continued)**

#### **Finance Director Bryant Ayles and American Rescue Plan Act Manager Jamie Corliss-Small Business Assistance Program (Continued)**

Rand asked how long it takes to get approval for a DUNS [Data Universal Numbering System] number and if there is any thought towards a second round of grant funding.

Corliss stated it typically takes a week or less for a DUNS number. Many businesses have one from other recent grant opportunities. A second round has come up in discussions; the goal is to remain flexible.

St. Hilaire stated this is a great program and a good use of the ARPA funds. St. Hilaire asked about the deadline and if it is a first come, first serve type of process.

Corliss confirmed that it is not granted on a first come, first serve basis and the deadline is March 9 at 5:00pm.

Bowen stated it is exciting to see direct assistance where money is needed. Bowen stated she had heard a little bit of feedback on the form already, and businesses are wondering if it is worth the effort and what the chances of an award is.

Corliss stated that when making the application she tried to be very conscientious of only asking for information that is really needed. Corliss stated the biggest question she has gotten is if the business would be eligible.

Ayles stated that the way the legislation reads, the City is required to determine the monetary effect to these businesses. The City could be potentially liable if it is audited down the road and there is not sufficient information to show the business really needed the funding.

Cahill stated that as long as the business shows they are eligible, there will be grant money coming their way. Only once all the applications are in will it be determined how much each business will receive.

### **Public Hearings (Continued)**

**Order #032-7:25 PM-Transfer from the Airport Enterprise Fund Balance of \$175,000 for continuation work with the testing and monitoring of property at the airport.**

Flowers opened the public hearing.

A motion to recess the public hearing to 7:50pm was made and seconded. A vote was taken, and the motion carried (7-0).

### **Presentations, Awards and Memorials (Continued)**

#### **Finance Director Bryant Ayles and American Rescue Plan Act Manager Jamie Corliss-Small Business Assistance Program (Continued)**

Rotondo asked about the timeline for reviewing the applications.

Corliss stated the hope is to have two longer sessions to review and then have rewards made within four weeks of the application deadline.

### **Tim Flaherty, Director of the YMCA**

Flaherty spoke about financial assistance provided by the Y, stating that in 2021 the Y provided \$760,000 in assistance for families in need. \$930,000 has been budgeted for assistance in 2022.

Flaherty reviewed some adaptive and inclusion programs, highlighting Cornerstone, a collaborative program for cancer patients, survivors, and their families. Flaherty spoke about Be Healthy Beverly and the programs offered through that engagement. Flaherty gave an overview of the Pass Program, which is a collaboration with schools for kids who have struggled in a regular high school and have support provided in a different program. The facility itself is inadequate, but it still works. Flaherty also discussed the McPherson youth center, after school programs, and literacy program. Flaherty spoke about the housing demographics of the people the Y serves and some of the upcoming housing projects.

### **Public Hearings (Continued)**

**Order #032-7:25 PM**-Transfer from the Airport Enterprise Fund Balance of \$175,000 for continuation work with the testing and monitoring of property at the airport.

Flowers reopened the public hearing.

A motion to recess the public hearing to 8:05pm was made and seconded. A vote was taken, and the motion carried (7-0).

### **Presentations, Awards and Memorials (Continued)**

#### **Tim Flaherty, Director of the YMCA (Continued)**

Bowen inquired about the youth center and programming.

Flaherty discussed and stated collaboration is the key to success. Flaherty noted that Councilor Rotondo has been instrumental in making sure that the youth center is taken care of.

### **Comments by Citizens**

Libby Adams, 8 Bartlett St., noted that the City Council will not be making a land acknowledgement statement as a part of their meetings. Adams stated that it is important to her and other citizens and read a land acknowledgement statement.

### **Minutes**

Special Joint City Council Meeting, October 13, 2021

Regular City Council Meeting, February 7, 2022

Special City Council Meeting, February 12, 2022

A motion to approve was made and seconded. A vote was taken, and the motion carried (7-0).

### **Communications from His Honor the Mayor**

**Order #047**-Transfer of \$70,920 from the Waterway Improvement Fund. The transfer consists of \$35,000 to support the CAD cell feasibility study grant, \$32,800 to support the hoist pier

construction grant and \$3,120 to support the Glover Wharf float feasibility study grant.

Referred to Committee on Finance and Property.

**Order #048**-Transfer of \$642,085 from the city's certified free cash balance into capital fund 598 and to rescind the previously authorized loan (Order #044-2021) of \$750,000 for replacement of the turf field at the high school.

Referred to Committee on Finance and Property.

**Order #049**-Transfer of \$1,111,519 from the city's certified free cash balance to be placed in the City's Stabilization fund and a transfer of \$224,304 from the city's free cash balance to be placed in the OPEB trust. Transfer total requests totaling \$1,335,823.

Referred to Committee on Finance and Property.

**Order #050**-Transfer of the city's free cash balance in the amount of \$1,500,000 to be placed in the City Hall Rehabilitation capital project fund.

Referred to Committee on Finance and Property.

**Order #051**-Reappointment-Mr. Michael Murphy as City Republican Committee Representative on the Registrar of Voters.

Referred to Committee on Public Services.

**Order #052**-2022 Member Rate schedule for the Beverly Golf and Tennis Commission.

Referred to Committee on Public Services.

**Order #066**-LATE FILE-Transfer of \$325,000 of the City's Free Cash for the remainder of the purchase price as well as costs of improvements to the two lots on Simon Street.

A motion to accept the late file was made and seconded. A vote was taken, and the motion carried (7-0).

Referred to Committee on Finance and Property.

### **Public Hearings (Continued)**

**Order #032**-7:25 PM-Transfer from the Airport Enterprise Fund Balance of \$175,000 for continuation work with the testing and monitoring of property at the airport.

Flowers reopened the public hearing.

Ayles stated that the City has a number of enterprise funds that act as their own cost centers or buckets. The airport has one, and those funds can in turn be used for airport operations.

There was some discussion on how this shows up in financial statements and planning documents and if this would be an ongoing cost.

Cahill read a statement from Commissioner Collins on the project.

The public hearing was closed and the item was referred back to Committee on Finance and Property.

### **Communications from other City Officers and Boards**

**Order #054**-Budget Analyst Gerry Perry-SESD FY21 Annual Treasurer's Report.

A motion to receive and place on file was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #055**- Sergeant Henebury-Amendment to Include Handicapped Parking Space at Lyons Park Located across from 126 Lothrop on the East side.

Referred to Committee on Legal Affairs.

**Order #056**-Councilor Rotondo-Amendment to Chapter 270- Section 37A "Bicycle lanes shall be created in the following locations".

Referred to Committee on Legal Affairs.

**Order #057**-Council President-Appointment-Danielle Spang, 16 Mulberry Street to represent the At Large position on the Community Preservation Committee.

Referred to Committee on Legal Affairs.

**Order #058**-Councilor Bowen and Councilor Houseman-Rodent infestation in downtown and other neighborhoods.

Referred to Committee on Finance and Property and Committee on Public Services.

**Order #059**-City Clerk-Lodging House License, Jalbert Properties, LLC for Highland Manor at 7 Highland Avenue.

Referred to Committee on Legal Affairs.

**Order #060**-Councilor Houseman-A letter to meet with Finance & Property for discussion on the budget.

Referred to Committee on Finance and Property.

**Order #061**-Councilor Houseman-A letter to provide information about the city's Accessory Dwelling Unit working group.

A motion to receive and place on file was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #062**-Councilor Houseman-National Grid Cable Transmission Project.

Referred to Committee on Finance and Property and Committee on Public Services.

**Order #063**-Assistant City Solicitor Oldmixon-Fixed Route Amphibious Sightseeing Tour Application and Process for Council Review and Comment.

Referred to Committee on Legal Affairs.

**Order #064**-Councilor Houseman-Rodent Control.

Referred to Committee on Finance and Property and Committee on Public Services.

**Order #067**-LATE FILE-CPA Funding Recommendation for Out of Cycle application relative to the anticipation by the City, of two vacant lots located on Simon Street.

A motion to accept the late file was made and seconded. A vote was taken, and the motion carried (7-0).

Referred to Committee on Legal Affairs.

## **Communications, Application and Petitions**

**Order #065**-National Grid, New England Power Company Petition for Transmission Line Franchise.

Referred to Committee on Public Services.

**Order #053**-FOTH-Notice of Project Change-EEA No. 16145.

A motion to receive and place on file was made and seconded. A vote was taken, and the motion carried (7-0).

The motion to recess for committee work was made and seconded. A vote was taken, and the motion carried (7-0). The meeting recessed at 8:25pm.

Flowers called the meeting back to order at 8:46pm.

## **Reports from Committees**

### **Finance and Property**

**Order #032**-Transfer from the Airport Enterprise Fund balance of \$175,000 to fund continuation work with the testing and monitoring of property at the airport.

A motion to approve was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #047**-Transfer of \$70,920 from the Waterway Improvement Fund. The transfer consists of \$35,000 to support the CAD cell feasibility study grant, \$32,800 to support the hoist pier construction grant and \$3,120 to support the Glover Wharf float feasibility study grant.

A motion to set the public hearing for March 7 at 7:50pm was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #048**-Transfer of \$642,085 from the city's certified free cash balance into capital fund 598 and to rescind the previously authorized loan (Order #044-2021) of \$750,000 for replacement of the turf field at the high school.

A motion to set the public hearing for March 7 at 8:10pm was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #049**-Transfer of \$1,111,519 from the city's certified free cash balance to be placed in the City's Stabilization fund and a transfer of \$224,304 from the city's free cash balance to be placed in the OPEB trust. Transfer total requests totaling \$1,335,823.

A motion to set the public hearing for March 7 at 8:20pm was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #050**-Transfer of the city's free cash balance in the amount of \$1,500,000 to be placed in the City Hall Rehabilitation capital project fund.

A motion to set the public hearing for March 7 at 8:30pm was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #066**-LATE FILE-Transfer of \$325,000 of the City's Free Cash for the remainder of the purchase price as well as costs of improvements to the two lots on Simon Street.

A motion to set the public hearing for March 7 at 8:40pm was made and seconded. A vote was taken, and the motion carried (7-0).

## **Legal Affairs**

**Order #031-** Reappointment-to serve on the Parking and Traffic Commission, Mr. Jonathan Salt, Sgt Michael Henebury, Traffic Sargent designee BPD and Captain Ryan Laracy designee BFD.

A motion to approve was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #057-**Council President-Appointment-Danielle Spang, 16 Mulberry Street to represent the At Large position on the Community Preservation Committee.

A motion to approve was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #067-**LATE FILE-CPA Funding Recommendation for Out of Cycle application relative to the anticipation by the City, of two vacant lots located on Simon Street.

A motion to set the public hearing for March 7 at 8:50pm was made and seconded. A vote was taken, and the motion carried (7-0).

## **Public Services**

**Order #030-**Reappointment-to serve on the Beverly Golf and Tennis Commission, Mr. Martin Lawler, 109 Water Street.

A motion to approve was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #044-**National Grid-A Petition for plan # 30452436 in accordance with the plan marked Bay View Ave.

A motion to approve was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #052-**2022 Member Rate schedule for the Beverly Golf and Tennis Commission.

A motion to approve was made and seconded. A vote was taken, and the motion carried (7-0).

**Order #065-**National Grid, New England Power Company Petition for Transmission Line Franchise.

A motion to set the public hearing for March 21 at 8:00pm was made and seconded. A vote was taken, and the motion carried (7-0).

Bowen shared regarding the recent acts of antisemitism in local communities and an upcoming program that will be hosted on Zoom on March 28 from 1-2pm.

Flowers stated the next regular meeting will be on March 7 and there will be a public hearing on March 21 on National Grid's proposed project.

A motion to adjourn was made and seconded. A vote was taken, and the motion carried (7-0).

The meeting adjourned at 9:01pm.

Scott D. Houseman-Chair  
 Julie R. Flowers  
 Matthew J. St. Hilaire

CITY OF BEVERLY  
 RECORDS MANAGEMENT DEPARTMENT

2022 MAR -2 A 11: 56

**FINANCE AND PROPERTY / CITY COUNCIL COMMITTEE OF THE WHOLE  
 MINUTES**

Tuesday, February 22, 2022, 7:00PM  
 Within the Confines of the City Council Meeting  
 City Council Chambers, 3<sup>rd</sup> Floor, Beverly City Hall, 191 Cabot St.

St.Hilaire called to order the Finance and Property meeting at 8:27pm.

Members present: Julie Flowers, Matthew St. Hilaire

Members absent: Scott Houseman

Order Number	Date to Committee	Description	Action Taken
#024	1/18/2022	Councilor Houseman-Letter regarding the Financial Forecast Committee	Hold
#032	2/7/2022	Transfer from the Airport Enterprise Fund balance of \$175,000 to fund continuation work with the testing and monitoring of property at the airport	Approve 2-0
#047	2/22/2022	Transfer of \$70,920 from the Waterway Improvement Fund. The transfer consists of \$35,000 to support the CAD cell feasibility study grant, \$32,800 to support the hoist pier construction grant and \$3,120 to support the Glover Wharf float feasibility study grant	Public hearing set for 3/7/2022 at 7:50pm
#048	2/22/2022	Transfer of \$642,085 from the city's certified free cash balance into capital fund 598 and to rescind the previously authorized loan (Order #044-2021) of \$750,000 for replacement of the turf field at the high school	Public hearing set for 3/7/2022 at 8:10pm
#049	2/22/2022	Transfer of \$1,111,519 from the city's certified free cash balance to be placed in the City's Stabilization fund and a transfer of \$224,304 from the city's free cash balance to be placed in the OPEB trust. Transfer total requests totaling \$1,335,823	Public hearing set for 3/7/2022 at 8:20pm
#050	2/22/2022	Transfer of the city's free cash balance in the amount of \$1,500,000 to be placed in the City Hall Rehabilitation capital project fund	Public hearing set for 3/7/2022 at 8:30pm
#058	2/22/2022	Councilor Bowen and Councilor Houseman-Rodent infestation in downtown and other neighborhoods	Hold
#060	2/22/2022	Councilor Houseman-A letter to meet with Finance & Property for discussion on the budget	Hold
#062	2/22/2022	Councilor Houseman-National Grid Cable Transmission Project	Hold
#064	2/22/2022	Councilor Houseman-Rodent Control	Hold
#066	2/22/2022	Transfer of \$325,000 of the City's Free Cash for the remainder of the purchase price as well as costs of improvements to the two lots on Simon Street	Public hearing set for 3/7/2022 at 8:40pm

The motion to adjourn the Finance and Property meeting was made and seconded. A vote was taken, and the motion carried (2-0). The meeting adjourned at 8:35pm.

Estelle M. Rand-Chair  
 Todd C. Rotondo  
 Brendan S. Sweeney

CITY OF BEVERLY  
 RECEIVED  
 2022 MAR -2 A 11: 56

**LEGAL AFFAIRS / CITY COUNCIL COMMITTEE OF THE WHOLE MEETING  
 MINUTES**

Tuesday, February 22, 2022, 7:00PM  
 Within the Confines of the City Council Meeting  
 City Council Chambers, 3<sup>rd</sup> Floor, Beverly City Hall, 191 Cabot St.

Rand called to order the Legal Affairs meeting at 8:28pm.  
 Members present: Todd Rotondo, Brendan Sweeney, Estelle Rand

Order Number	Date to Committee	Description	Action Taken
#031	2/7/2022	Reappointment-to serve on the Parking and Traffic Commission, Mr. Jonathan Salt, Sgt Michael Henebury, Traffic Sargent designee BPD and Captain Ryan Laracy designee BFD	Approve 3-0
#055	2/22/2022	Sergeant Henebury-Amendment to Include Handicapped Parking Space at Lyons Park Located across from 126 Lothrop on the East side	Hold
#056	2/22/2022	Councilor Rotondo-Amendment to Chapter 270-Section 37A "Bicycle lanes shall be created in the following locations"	Hold
#057	2/22/2022	Council President-Appointment-Danielle Spang, 16 Mulberry Street to represent the At Large position on the Community Preservation Committee	Approve 3-0
#059	2/22/2022	Order #059-City Clerk-Lodging House License, Jalbert Properties, LLC for Highland Manor at 7 Highland Avenue	Hold
#063	2/22/2022	Assistant City Solicitor Oldmixon-Fixed Route Amphibious Sightseeing Tour Application and Process for Council Review and Comment	Hold
#067	2/22/2022	CPA Funding Recommendation for Out of Cycle application relative to the anticipation by the City, of two vacant lots located on Simon Street	Public hearing March 7 at 8:50pm

The motion to adjourn the Legal Affairs meeting was made and seconded. A vote was taken, and the motion carried (3-0). The meeting adjourned at 8:42pm.

Kathleen M. Feldman-Chair  
 Hannah L. Bowen  
 Steven M. Crowley

CITY OF BEVERLY  
 2022 FEB -2 A 11:57

**PUBLIC SERVICES / CITY COUNCIL COMMITTEE OF THE WHOLE  
 MINUTES**

Tuesday, February 22, 2022, 7:00PM  
 Within the Confines of the City Council Meeting  
 City Council Chambers, 3<sup>rd</sup> Floor, Beverly City Hall, 191 Cabot St.

Feldman called the meeting to order at 8:27pm.  
 Members present: Hannah Bowen, Steven Crowley  
 Members absent: Kathleen Feldman

Order Number	Date to Committee	Description	Action Taken
#030	2/7/2022	Reappointment-to serve on the Beverly Golf and Tennis Commission, Mr. Martin Lawler, 109 Water Street	Approve 2-0
#033	2/7/2022	Councilor Rotondo and Councilor Crowley- Consideration request to hold a Public Service forum to address the flooding in Ward 1 and Ward 3	Hold
#037	2/7/2022	Councilor Crowley-Request to hold a Public participation forum for a Public Service Committee Meeting regarding Varian Site at 150 Sohier Road	Hold
#044	2/7/2022	National Grid-A Petition for plan # 30452436 in accordance with the plan marked Bay View Way	Approve 2-0
#051	2/22/2022	Reappointment-Mr. Michael Murphy as City Republican Committee Representative on the Registrar of Voters	Held to 3/7/2022
#052	2/22/2022	2022 Member Rate schedule for the Beverly Golf and Tennis Commission	Approve 2-0
#058	2/22/2022	Councilor Bowen and Councilor Houseman- Rodent infestation in downtown and other neighborhoods	Hold
#062	2/22/2022	Councilor Houseman-National Grid Cable Transmission Project	Hold
#064	2/22/2022	Councilor Houseman-Rodent Control	Hold
#065	2/22/2022	National Grid, New England Power Company Petition for Transmission Line Franchise	Public hearing set for 3/21/22 at 8:00pm

The motion to adjourn was made and seconded. A vote was taken, and the motion carried (2-0).  
 The meeting adjourned at 8:43pm.

2022 MAR -2 A 11: 56

Estelle M. Rand-Chair  
 Todd C. Rotondo  
 Brendan S. Sweeney

**LEGAL AFFAIRS / CITY COUNCIL COMMITTEE OF THE WHOLE MEETING  
 MINUTES**

Monday, February 28, 2022, 6:30PM

City Council Committee Room A, 3<sup>rd</sup> Floor, Beverly City Hall, 191 Cabot St.

Rand called to order the Legal Affairs meeting at 6:30pm.

Members present: Todd Rotondo, Brendan Sweeney, Estelle Rand

Also present: Steven Crowley, Scott Houseman

Order Number	Date to Committee	Description	Action Taken
#055	2/22/2022	Sergeant Henebury-Amendment to Include Handicapped Parking Space at Lyons Park Located across from 126 Lothrop on the East side	Approve 3-0
#056	2/22/2022	Councilor Rotondo-Amendment to Chapter 270-Section 37A "Bicycle lanes shall be created in the following locations"	Hold
#059	2/22/2022	City Clerk-Lodging House License, Jalbert Properties, LLC for Highland Manor at 7 Highland Avenue	Approve conditional license 3-0
#063	2/22/2022	Assistant City Solicitor Oldmixon-Fixed Route Amphibious Sightseeing Tour Application and Process for Council Review and Comment	Receive and place on file 3-0
#067	2/22/2022	CPA Funding Recommendation for Out of Cycle application relative to the anticipation by the City, of two vacant lots located on Simon Street	Public hearing March 7 at 8:50pm

**Order #059**-City Clerk-Lodging House License, Jalbert Properties, LLC for Highland Manor at 7 Highland Avenue

Lt. Jacob Kreyling from the Beverly Fire Department gave an overview of the rooming houses in Beverly, stating that typically the bathrooms are shared and there are no cooking facilities in the room. Kreyling noted that due to the Elliott Chambers fire years ago, there is now a law that rooming houses with more than five tenants would be required to have a sprinkler.

Councilor Scott Houseman arrived, and Committee of the Whole was called to order at 6:33pm.

Kreyling suggested a provisional license conditional on a contract of work to be done.

Jesse Jalbert, applicant for the Highland Manor License, stated his plan from day one was to eliminate the rooming house status by adding bathrooms. Jalbert stated it was brought to his attention that the sprinkler system would be needed and stated that he has an agreement for sprinklers with a company

who is working on drawings now. Jalbert stated he is still going through the process of turning it into eight apartment units.

There was some discussion of water and building permits and the timeline for the conversion to apartments, as well as alternative fire safety methods that could be in place until the sprinklers are installed.

The motion to approve Order #059 conditionally for 6 months from March 1 with the condition that fire extinguishers are placed in all units with cooking facilities was made and seconded. A vote was taken, and the motion carried (3-0).

**Order #055**-Sergeant Henebury-Amendment to Include Handicapped Parking Space at Lyons Park Located across from 126 Lothrop on the East side

The motion to approve was made and seconded. A vote was taken, and the motion carried (3-0).

**Order #056**-Councilor Rotondo-Amendment to Chapter 270- Section 37A "Bicycle lanes shall be created in the following locations"

Rotondo requested to hold this so he can notify neighbors and stated that Commission Collins said it would not likely happen until the fall due to construction. This would both solve parking issues with sight lines and add the bike lanes.

The motion to hold Order #056 was made and seconded. A vote was taken, and the motion carried (3-0).

**Order #063** - Assistant City Solicitor Oldmixon-Fixed Route Amphibious Sightseeing Tour Application and Process for Council Review and Comment

Assistant City Solicitor Beth Oldmixon stated that someone had contacted the Planning Department with an inquiry. The City Council would be the licensing authority through the Clerk's Office, and the state would also have oversight. There would be some basic requirements of the application.

Rotondo and Rand discussed the options of others who would review the applications, for example, possibly the Parking and Traffic Commission, Police Department, Harbormaster and/or Engineering Department.

Houseman suggested a waiver of the 60 day time requirement similar to the Zoning Board of Appeals.

Sweeney mentioned the setting of routes and any potential noise issues.

Houseman left at 7:31pm, and Committee of the Whole was adjourned.

There was also discussion of fees, liability insurance, public hearing process for applicants and the application form.

The motion to receive and place on file was made and seconded. A vote was taken, and the motion carried (3-0).

The motion to adjourn the Legal Affairs meeting was made and seconded. A vote was taken, and the motion carried (3-0). The meeting adjourned at 7:41pm.



**CITY of BEVERLY**  
**OFFICE of THE MAYOR**

191 Cabot Street  
Beverly, Massachusetts 01915  
Phone (978) 921-6000  
Fax (978) 922-0285

M 0 6 8

*Mayor*

*Michael P. Cahill*

*Chief of Staff*

*Joscelyn Ruelle-Kersker*

*Executive Secretary*

*Martha A. Lewis*

February 23, 2022

2022 MAR -3 A 11:42

CITY OF BEVERLY  
RECEIVED  
MAYOR'S OFFICE

The Honorable City Council  
City Hall  
Beverly, MA 01915

Dear Honorable City Council:

I am pleased to inform you that the City of Beverly has been awarded a Student Awareness of Fire Education (SAFE) \$6,275 grant and a Senior SAFE grant for \$3,255 from the Executive Office of Public Safety and Security (EOPSS) – Department of Fire Services (DFS). Total grant award is \$9,530 for public fire and life safety initiatives in our community.

This important grant funding will be used by the Beverly Fire Department to teach fire and life safety to children in schools. The program teaches students to recognize the dangers of fire and the fire hazards of tobacco products through 23 key fire safety behaviors taught in developmentally appropriate ways. In addition, grant funding will be used for the Senior SAFE program, which aims to reduce older adult fire deaths through fire and life safety education.

Massachusetts General Law Chapter 44 Section 53A requires both City Council and Mayoral approval before any grant, earmark, donations or gifts to the city can be expended for their prescribed purpose. I therefore request the City Council approve these grants by taking action on this matter at your upcoming meeting on March 7, 2022. Thank you.

Sincerely yours,

Michael P. Cahill  
Mayor

cc: Catherine Barrett, Director of Grants  
Peter O'Connor, Fire Chief



**CITY of BEVERLY  
OFFICE of THE MAYOR**

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Beverly, Massachusetts 01915  
Phone (978) 921-6000  
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NO. 069

**Mayor**

*Michael P. Cahill*

**Chief of Staff**

*Joscelyn Ruelle-Kersker*

**Executive Secretary**

*Martha A. Lewis*

March 3, 2022

The Honorable City Council  
City Hall  
Beverly, MA 01915

Dear Honorable City Council:

I respectfully request that you approve a budget transfer of \$10,500 into the Fire Department budget to fund costs associated with the recently agreed upon Memorandum of Agreement (MOA) between the City of Beverly and the Fire Dispatch Union. The terms of the award cover the periods of FY2022 through FY2024. As such, the requested transfer will be allocated to pay retroactive pay adjustments back to the start of FY22 as well as the adjusted costs through this coming July 31, 2022.

With the approval of the City Council, \$10,500 will be transferred from the Reserve for Union Negotiations 11324 / 57810. There are sufficient funds available within this reserve accounts to support this transfer. I am attaching for your review the agreed upon MOA.

Please initiate action on this matter at your next City Council meeting scheduled for Monday March 7, 2022. This transfer request will require a public hearing be set and held prior to a Council vote. Thank you.

Sincerely yours,

Michael P Cahill  
Mayor

CITY OF BEVERLY  
RECEIVED  
2022 MAR -3 A 11:42

**MEMORANDUM OF AGREEMENT  
BETWEEN CITY OF BEVERLY AND  
FIRE ALARM DIVISION, BEVERLY FIRE DEPARTMENT, LOCAL #1669 -  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-CIO**

**January 13, 2022**

Term of New Contract - The Collective Bargaining Agreement shall be effective for the three (3) year period from July 1, 2021 – June 30, 2024, subject to the Side letter, signed by the Union on 12/6/16 and the City on 1/3/17, pertaining to the transition to joint civilian dispatch which side letter is attached to the executed Memorandum of Agreement between the City of Beverly and Fire Alarm Division, Beverly Fire Department, Local #1669, International Association Of Fire Fighters, AFL-CIO, for the CBA for the 7/1/15-6/30/18 CBA.

1. Applicable date changes shall be made to the appropriate provisions of the Contract to reflect the term of the new contract.
2. Provisions of the New Contract - Except as modified by this Memorandum of Agreement, and except for such technical matters as date changes, all other provisions of the July 1, 2018, through June 30, 2021, Contract shall be carried over intact into the successor Contract.
3. Article V: Pay Scale, Section 1: Base Pay – Delete and replace with updated wage schedule.

Base Pay shall be increased in accordance with the following schedule:

July 1, 2021 – June 30, 2022:            2.25%

July 1, 2022 – June 30, 2023:            2.25%

July 1, 2023 – June 30, 2024:            2.75%

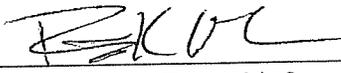
4. Retention/Recruitment Bonus - Within thirty days of ratification and funding of this Agreement, all bargaining unit members that are employed with the City shall receive a one-time payment of \$500.00.
5. Article V: Pay Scale, Section 4a: Dispatcher Certification Stipends - amended to add Next Generation 911 certification to the list of certifications which will qualify for an annual stipend in the amount of \$425.00.
6. Article XVI: Holidays – Effective January 1, 2022, amend to add Juneteenth.
7. Grievances and Litigation Withdrawn/Dismissed – The Union has reviewed any

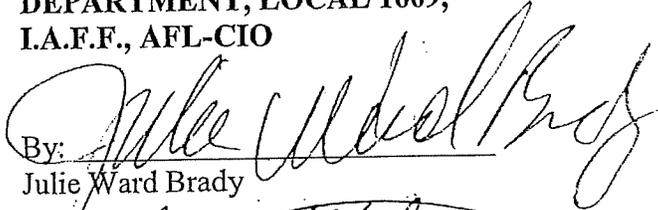
pending (including any which may have been held in abeyance) arbitration cases, grievances, charges of prohibited practice and litigation with the employer and has made an independent determination that the likelihood of success on the merits in each of the cases when considered in terms of the overall contract settlement and the likely costs of pursuing such cases, if any, does not warrant maintaining such cases and that such cases, if any, shall accordingly be withdrawn. In return for the bargained for consideration contained in this MOA, the Union hereby agrees to withdraw and dismiss any and all grievances, arbitrations, charges of prohibited practice, other proceedings or litigation in whatever forum with prejudice to refiling.

- 8. This Agreement is subject to the following:
  - a. Ratification by both the City and the Union; and
  - b. An appropriation by the City Council each year of sufficient monies to fund the cost increases for such year of this Agreement.

**CITY OF BEVERLY**

**FIRE ALARM DIVISION,  
BEVERLY FIRE  
DEPARTMENT, LOCAL 1669,  
I.A.F.F., AFL-CIO**

By:   
Peter O'Connor, Fire Chief

By:   
Julie Ward Brady

By:   
Jason Martocchio

Date: 1/19/22

Date: 1/19/22



**CITY of BEVERLY  
OFFICE of THE MAYOR**

*191 Cabot Street  
Beverly, Massachusetts 01915  
Phone (978) 921-6000  
Fax (978) 922-0285*

No. 070

*Mayor*

*Michael P. Cahill*

*Chief of Staff*

*Joselyn Ruelle-Kersker*

*Executive Secretary*

*Martha A. Lewis*

March 3, 2022

The Honorable City Council  
City Hall  
Beverly, MA 01915

2022 MAR -3 AM 11:42

CITY OF BEVERLY  
RECORDS & COMMUNICATIONS

Dear Honorable City Council:

I respectfully request that you approve a budget transfer of \$113,500 into various municipal department budgets to fund costs associated with the recently settled contract between the City of Beverly and the Beverly Municipal Employees Association (BMEA). The terms of the contracts cover the period of FY2022 through FY2024. As such, this requested transfer will be allocated to pay some retroactive pay adjustments as well as the increased costs for the remainder of FY22. The Memorandum of Agreement has been provided to you as an attachment to this correspondence.

The full amount will be transferred from the Reserve for Collective Bargaining 11324 / 57810 to cover these costs. There are sufficient funds available within this reserve account to support this transfer.

I also want to take this opportunity to thank the union representatives as well as all the employees covered within this agreement for bargaining in good faith and engaging with the negotiation team in meaningful discussion to arrive at this agreement. I know I speak for many when I say that we truly value what you bring to our community and understand the important role you play in our community's greatness. It is much appreciated.

I ask that the City Council initiate action on this matter at your next meeting scheduled for Monday March 7th, 2022. This transfer request will require a public hearing be set and held prior to a Council vote. Thank you.

Sincerely yours,

Michael P Cahill  
Mayor

**MEMORANDUM OF AGREEMENT  
BETWEEN  
CITY OF BEVERLY  
AND  
BEVERLY MUNICIPAL EMPLOYEES ASSOCIATION  
FEBRUARY 17, 2022**

This Memorandum of Agreement ("Agreement") between the City of Beverly ("City") and the Beverly Municipal Employees Association ("Union") is effective as of the date upon which both parties have executed this Agreement.

WHEREAS, the City and the Union have concluded negotiations over terms for a Collective Bargaining Agreement to succeed the Collective Bargaining Agreement between the parties covering the period July 1, 2018, through June 30, 2021, ("7/1/2018-6/30/2021 CBA");

WHEREAS, the City and the Union have agreed to a three-year Collective Bargaining Agreement effective July 1, 2021, through June 30, 2024, (the "7/1/2021-6/30/2024 CBA") with the following changes only.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties mutually agree that the provisions as outlined below shall be incorporated into a new Collective Bargaining Agreement and shall replace any language in the previous Agreement where language for such Article or Section is included herein.

All changes shall become effective as of the date specified; if no effective date is specified, changes shall become effective as of the date this agreement is signed, ratified and funded.

Specific language changes to the previous Agreement are as follows:

1. Terms of New Contract – The Collective Bargaining Agreement shall be effective for the three (3) year period from July 1, 2021 through June 30, 2024. Applicable date changes will be made to the appropriate provisions of the Contract to reflect the term of the new contract.
2. Provisions of the New Contract - Except as modified by this Memorandum of Agreement, and except for such technical matters as date changes, all other provisions of the 7/1/2018-6/30/2021 CBA shall be carried over intact into the successor Contract.
3. Exhibit A – Pay Schedules – Delete and replace with the revised wage schedule as follows: [wages are retroactive to July 1, 2021]

“July 1, 2021 - June 30, 2022: 2.25%

July 1, 2022 - June 30, 2023: 2.25%

July 1, 2023 - June 30, 2024: 2.75%”

- 4. Article X – Longevity – Effective July 1, 2021, amend to add to Section a. as follows:

“30 years or more of employment with the City of Beverly \$1,400.00”

- 5. Article XII – Holidays – Amend Section A. to add the italicized language below:

A. Applicable Only to Full-Time Employees

The following days, as State designated, shall be considered to be paid holidays:

- |                                     |                   |
|-------------------------------------|-------------------|
| New Year's Day                      | Independence Day  |
| Martin Luther King, Jr. Day         | Labor Day         |
| Washington's Birthday               | Columbus Day      |
| Patriot's Day                       | Veterans' Day     |
| Memorial Day                        | <i>Juneteenth</i> |
| Thanksgiving Day                    | Christmas Day     |
| 1/2 day, day after Thanksgiving     |                   |
| 1/2 day, December 24th (as of noon) |                   |
| 1/2 day, December 31st (as of noon) |                   |

and any other day that may be declared a holiday by the *Governor of the Commonwealth, General Court, or the City of Beverly.*

Should any holiday fall on a Saturday or a Sunday, the employee subject to Department Head regulation, shall be granted the preceding seven and one-half hour work period off or the following Monday off.

- 6. Article XVI – Bereavement Leave – Amend the last sentence to add the italicized language below:

“This includes aunt, uncle, first cousin, niece, nephew, spouse’s grandparent, *spouse’s grandparent, parent of employee’s child,* and any other relative living within the employee’s household.”

- 7. Article XXII – Miscellaneous – Amend to add Section U. as follows:

“U. Retention and Recruitment Bonus. Each bargaining unit member who is such a member as of [the date of execution of this MOA] shall receive a one-time retention and recruitment payment in the amount of \$500.00, which shall be paid on or before April 30, 2022, or 30 days after the ratification of this MOA, whichever date is later.”

8. Grievances and Litigation Withdrawn/Dismissed

In return for the bargained for consideration contained in this MOA, the bargaining unit hereby agrees to withdraw and dismiss any and all pending grievances, arbitrations, charges of prohibited practice, other proceedings or litigation in whatever forum, with prejudice. Said withdrawals shall be made within 30 days and funding of the 7/1/2021-6/30/2024 CBA.

This Agreement entered into this \_\_\_\_ day of February, 2022

City of Beverly

Beverly Municipal Employees Association

By: [Signature]  
Bryan Ayles, Director of Municipal Finance  
Date: 2/18/22

By: [Signature]  
David Gelineau, President  
Date: 2/17/22

By: [Signature]  
Sean Ciancarelli, Vice President  
Date: 2/17/22

By: [Signature]  
Karen Milo, Secretary  
Date: 2/17/22

By: [Signature]  
Cindy McPherson, Steward  
Date: 2/17/2022

By: [Signature]  
Colleen Baker, Treasurer  
Date: 2/17/2022



**CITY of BEVERLY  
OFFICE of THE MAYOR**

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Beverly, Massachusetts 01915  
Phone (978) 921-6000  
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NO. 071

**Mayor**

*Michael P. Cahill*

**Chief of Staff**

*Joscelyn Ruelle-Kersker*

**Executive Secretary**

*Martha A. Lewis*

March 1, 2022

The Honorable City Council  
City Hall  
191 Cabot Street  
Beverly, MA 01915

2022 MAR -3 A 11:43  
CITY OF BEVERLY  
REGISTRATION DEPARTMENT

**RE: Order Approving Purchase of 14 Simon Street and 34 Simon Street, Beverly, MA for consideration of \$200,000 each**

Dear Honorable City Council:

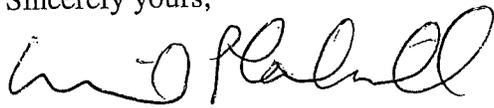
As you are aware, the Beverly Housing Authority accepted the City's offers to purchase, subject to City Council approval, the vacant lots at 14 and 34 Simon Street in the Gloucester Crossing neighbor, for the purpose of converting them to open green space and a play area for the residents of this densely populated area. By Order No. 46 of 2022, the Council affirmatively voted that issuing an RFP for such properties will not benefit the City's interest because of the unique qualities and location of the Simon Street parcels.

In order to proceed with the purchases, enclosed please find an order granting authorization to take all steps necessary on behalf of the city to acquire 14 Simon Street, Beverly, MA for consideration of \$200,000 and 34 Simon Street, MA for consideration of \$200,000, including without limitation executing for each property: a purchase and sale agreement, acceptance of deed, conservation restriction that meets the requirements of sections 31 to 33, inclusive, of chapter 184 as required by the Community Preservation Act, M.G.L. Chapter 44B, section 5(b)(4), and such other documents necessary to complete the sale.

Please note that the Essex County Greenbelt Association has expressed an interest in holding the aforementioned conservation restrictions required under the CPA, and ECGA staff have advised that they expect the ECGA board of directors to approve doing so at their March 21, 2022 meeting.

I respectfully request that the Council take action on this order in connection with its vote on order No. 66 of 2022, which is the appropriation request related to the purchase and improvement of the properties.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Michael P. Cahill". The signature is fluid and cursive, with a large initial "M" and "C".

Michael P. Cahill  
Mayor

**Order Approving Purchase of 14 Simon Street and 34 Simon Street, Beverly, MA**

The Mayor is authorized to proceed with taking all steps necessary on behalf of the city to acquire 14 Simon Street, Beverly, MA for consideration of \$200,000 and 34 Simon Street, MA for consideration of \$200,000, including without limitation executing for each property: purchase and sale agreements, acceptances of deed, conservation restrictions that meet the requirements of sections 31 to 33, inclusive, of chapter 184 as required by the Community Preservation Act, M.G.L. Chapter 44B, section 5(b)(4), and such other documents necessary to complete the sale. This Order shall take effect upon passage.



**CITY of BEVERLY  
OFFICE of THE MAYOR**

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Phone (978) 921-6000  
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NO. 072

*Mayor*

*Michael P. Cahill*

*Chief of Staff*

*Joscelyn Ruelle-Kersker*

*Executive Secretary*

*Martha A. Lewis*

2022 MAR -3 A 11:43

OFFICE OF THE MAYOR  
CITY OF BEVERLY  
MASSACHUSETTS

March 1, 2022

The Honorable City Council  
Beverly City Hall  
Beverly, MA 01915

Dear Honorable City Council:

I am pleased to inform you that the City of Beverly has been awarded a \$1,300 grant from the Commonwealth of Massachusetts MED-Project Drug Stewardship Program. This grant funding will be utilized for costs surrounding the management and disposal of unwanted household generated opioids in the medication collection receptacle in the Beverly Police Station lobby.

Massachusetts General Law Chapter 44 Section 53A requires both City Council and Mayoral approval before any grant, earmark, donation or gift to the City can be expended for their prescribed purpose. I therefore request the City Council approve this grant at your upcoming meeting on Monday, March 7, 2022. Thank you.

Sincerely yours,

Michael P. Cahill  
Mayor

cc: Catherine Barrett, Director of Grants  
John G. LeLacheur, Chief of Police  
Lt. Mark Panjwani



**CITY of BEVERLY**  
**OFFICE of THE MAYOR**

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*Mayor*

*Michael P. Cahill*

*Chief of Staff*

*Joscelyn Ruelle-Kersker*

*Executive Secretary*

*Martha A. Lewis*

March 1, 2022

The Honorable City Council  
 Beverly City Hall  
 Beverly, MA 01915

Dear Honorable City Council:

I am pleased to inform you that the City of Beverly – Emergency Management Task Force has been awarded a \$3,000 Hazardous Material Emergency Preparedness (HMEP) grant from the Massachusetts Emergency Management Agency (MEMA). These grant funds will be used for hazardous materials planning, training, and exercise activities with a goal of developing, improving and successfully carrying out emergency plans.

Massachusetts General Law Chapter 44 Section 53A requires both City Council and Mayoral approval before any grant to the city can be expended for its prescribed purpose. I therefore request the City Council approve this grant by taking action on this matter at your upcoming meeting of the City Council on March 7, 2022. Thank you.

Sincerely yours,

Michael P. Cahill  
 Mayor

cc: Catherine Barrett, Director of Grants  
 Mark Foster, Emergency Management

2022 MAR -3 A 11:15

CITY OF BEVERLY  
 OFFICE OF THE MAYOR



**CITY of BEVERLY**  
**OFFICE of THE MAYOR**

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*Beverly, Massachusetts 01915*  
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NO. 074

*Mayor*

*Michael P. Cahill*

*Chief of Staff*

*Joscelyn Ruelle-Kersker*

*Executive Secretary*

*Martha A. Lewis*

2022 MAR -3 PM 12:28  
CITY OF BEVERLY  
REGISTRATION DEPARTMENT

March 3, 2022

The Honorable City Council  
City Hall  
Beverly, MA 01915

Dear Honorable City Council:

I respectfully submit to you the 2022 Capital Expenditure Plan pursuant to Sec. 6-8 of the City Charter. The document contains narratives on the city's capital needs that will likely need to be addressed in the future. Also contained within the document are important schedules outlining estimated costs along with potential financing obligations over the next ten years. I hope you find the document informative and helpful as we work together in planning for our city's future.

Sincerely yours,

Michael P Cahill  
Mayor

# CITY OF BEVERLY

## 2022

### CAPITAL EXPENDITURE PLAN



Submitted by:

Mayor Michael P. Cahill

# 2022 CAPITAL EXPENDITURE PLAN

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## Introduction

The Beverly City Charter requires an annual submission by the Mayor of the City's capital improvement plan. The plan must include a list of all capital improvements proposed to be undertaken over the next five years; however, it is important as a City to look beyond five years. Therefore, we have included the projects we believe will require attention within the next ten years to help aid in long term financial and service planning. It is also important to recognize that unexpected capital needs can arise at any time. This plan will help determine priorities and affordability of both the known investments and the occasional unexpected. As part of this plan development, many assumptions need to be made, including costs of expenditures, timing of borrowing, market interest rates for short and long term loans, and budgetary capacity for debt service. While current assumptions are reasonable, it is recognized that the plan is subject to change as those assumptions do.

The Capital Expenditure Plan is largely a discussion document, and no project outlined herein can proceed without City Council approval. The anticipated increase in the debt service budget as well as projected debt ratios are shown as a guide for planning. Each project outlined herein will require a refined cost estimate and a more thorough affordability review prior to committing to undertaking such project. As budget demands change and financial resources increase or decrease, the timing and affordability of these projects can shift as well. Priorities and cost estimates often change, and this document serves to allow for effective discussion of such changes.

The Cahill Administration knows that many of the projects outlined in this document are not only necessary investments to continue to deliver core city services, they are also necessary to meet our shared responsibility to move Beverly expeditiously and successfully on the path to becoming a net zero/carbon neutral community. Many of these projects involve city buildings, infrastructure and equipment purchases. As technology allows, every effort must be made to reduce the city's energy consumption, increase our clean energy generation, and incentivize less pollution and carbon output through these projects.

The City completed the Resilient Together Climate Action and Resilience Plan in 2021. The plan included a greenhouse gas emissions inventory, which identified current emission levels for all municipal operations, as well as community wide emissions. The plan identified priority action items, both near and long term, that will vastly reduce greenhouse gas emissions and increase community resilience, as we do our part to mitigate climate change.

## **City Hall**

City Hall is the face of our municipal government. The original part of the building is rich in history dating to the 18<sup>th</sup> century while the “newer” section is from the 19<sup>th</sup> century. As with many older buildings, ongoing maintenance is required to preserve and improve the asset. The City performed significant roof and facade work during 2014 and 2015; further attention has been focused on the interior and on major systems. Two new boilers were purchased and placed in the basement of the adjacent building, the former Police Station, and City Hall was converted to forced hot water heating throughout, allowing the building to switch from an oil-fired system to a gas-fired hot water boiler. This change allows for more efficient heating and is a significant improvement in the comfort level within the building while reducing our overall environmental impact.

The interior of City Hall has not seen a renovation in over 50 years, although some office spaces have received some recent improvements, a more thorough renovation of the building and its systems is due. Updated interiors and better utilization of space and flow for public use are all necessary. Additionally, the building has historical value to the community and the historical nature of the building should be preserved allowing the building to serve the community for many decades to come.

Now that the City’s new police station is completed, the old station is available for additional space and reuse. It is anticipated that some of the remote offices, such as Municipal Inspections and the Health Department, will relocate to a renovated and expanded city hall space, which would include this former police station. To accomplish this, we anticipate that the former police station will need to be completely renovated with new mechanical systems and ADA improvements. The city has engaged an Owner’s Project Manager (OPM) to begin moving this project forward. We plan to come before the City Council this spring to request some initial funding to begin the design and costing phase of this project. Although we do not know the estimated cost at this point, we have included a place holder of \$12M in the debt schedules and expect some additional funding from Free Cash as balances permit. The City will look to borrow funds to facilitate this project.

## **Public Safety Facilities**

Currently, the City operates three fire stations and one police station to meet its public safety needs. Fire stations are located strategically in the areas of North Beverly, Beverly Farms and Downtown to allow multiple access routes to all areas of the City while avoiding unnecessary travel delays.

The Beverly Fire Department Headquarters station was built in 1949. The building houses emergency response apparatus, a call receiving and dispatch center, and administrative offices of the department. Administrative offices on the second floor of the building include the offices of the Chief, the Administrative Assistant, and Fire Prevention. Firefighter living quarters are also on the second floor of the building. The first floor consists of the apparatus floor and a small training room.

The exterior envelope at Headquarters is one area that requires attention. The exterior brickwork is in need of repointing and the windows need replacement to provide additional insulation and to meet current building codes. The roof, as with many buildings of this age, needs a full replacement. Improvements in available materials would allow the city to put a more durable roof on this building to ensure it remains leak free into the future while enhancing its insulating factor allowing it to heat and cool more efficiently. While the roof is being replaced, consideration will be given to adding a rooftop heat pump to provide heating and cooling to the second floor of the building. This has the additional benefit of aligning with our goal of being carbon neutral. In addition, the four garage bay doors will need to be replaced as well. These items combined could carry a cost of \$1.5M.

The interior of the central fire station could use some upgrades as well. The living space is in need of some upgrading and space needs to be created for a co-ed environment. If the heat pump is added to the roof, we will need to duct the air to the living quarters and offices, which will result in some interior remodeling. Some electrical work, attention to the fire poles and a fire alarm system are also necessary on the interior. These projects would likely be built into the annual building maintenance line or be a separate free cash request, as they carry much less of a price tag than the exterior needs. It is also possible that they could be bundled with the exterior work. The decision will be more clear as preliminary design progresses.

The North Beverly fire station recently benefited from significant improvements with a new apparatus floor, entrance, and a total renovation of the sleeping quarters. The building is now much more functional, comfortable, and efficient. Similar to the Central fire station, a roof replacement and exterior brick pointing needs to be performed in the next 5 years. Minor repairs and pointing work can be funded through the Fire Department's annual building repair operating budget to get us by in the meantime.

The Beverly Farms station has also benefited from some recent window and exterior work. Although no capital improvements are currently scheduled for the Beverly Farms station, there are some looming issues that will need to be addressed before they become a larger problem. Similar to the North Beverly station, this station's roof should be evaluated for replacement as it is approaching its expected useful life. At the time that the roof is replaced, skylights that are in constant need of repair will also need to be replaced. Brickwork, particularly at the corners of the building, is in need of repointing. After the building envelope is better insulated and the roof is

replaced, it may be time to consider a heat pump to heat and cool this building. For planning purposes we will estimate replacement of these two building roofs between two and five years at a cost of \$400,000 each. The City would most likely look to its Free Cash reserves to fund these expenses.

The new police station has been completed and is currently operational. This investment provides the City with a modern and efficient facility that allows the entire department to function under one roof for the first time in many years. The new station is poised to operate as a near net zero building, with the installed geothermal heating and cooling system and the anticipated installation of a significant on-site solar array.

The budget will be evaluated to gauge capacity to construct an indoor range at this new site. A range is an essential part of a modern police facility but given the added expense of over \$1.5M, it will have to wait until funds are available.

### **Public Services Buildings**

The current Public Services facility has been in use for close to 100 years. The buildings were designed for horse and wagon operations and originally housed only the City's Highway Division. Currently all Public Services operations, with the exception of the sign and fabrication divisions, are housed at the Park Street facility. Seven different divisions operate in the same 1930's vintage buildings that have seen little improvement since originally constructed. Satellite storage areas throughout the City have also been sold leaving the Public Services Department with limited capacity for properly storing its equipment. The minimal storage that is available remains in poor condition. Storing the equipment outdoors reduces its useful life and makes it difficult to access in adverse weather. This delays response times to street blockages and other storm damage during emergencies. It is also widely understood that the increased costs associated with improperly stored equipment exceeds the costs to build adequate storage facilities.

The motor pool is responsible for maintaining the City's fleet of equipment. The motor pool building has significant limitations. The building is not large enough to accommodate the mechanics. Additionally, employees must plan repairs carefully to ensure vehicles being repaired are not trapped by ones needing more serious repairs. There is only one door large enough to fit equipment through and some of the City's equipment cannot fit at all. The roof is too low to raise much of the equipment being repaired once inside and there is no lift to handle large trucks. In short, the building is truly inadequate and inefficient. In the Spring of 2020, the Department assumed the responsibility for maintaining fire apparatus. The fifth mechanic must work in a rented space that is not located at the Public Works yard. The rented space is less than ideal but it is impossible to add another mechanic in the space available.

The Water Division Building is newer (1960's) but poorly designed for the department's current operations. The garage bays are neither tall enough nor deep enough to safely house modern equipment. This building also carries the distinction of being our least energy efficient building in our inventory due to the complete absence of insulation in its walls and windows.

The salt shed that stores our winter salt needs a new roof and the exterior trim replaced. This is estimated to cost \$100,000.

The approach recommended to deal with these issues is a combination of short-term investments as needed to continue to safeguard against deterioration of the buildings and long-term planning to address current and future needs of the Department. Roofs on the DPS buildings were recently replaced and insulated to current building code. This work was necessary to mitigate any further deterioration of the buildings and the equipment housed within them. The city will continue to evaluate a longer-term solution for its storage and operational space needs. Current estimates and our budgeted debt service put the replacement cost in excess of 25 million dollars and will eventually require a loan authorization to fund the project. This number provides for completely new facilities including sufficient space for all vehicle mechanics within the city to work under one roof. It is apparent that additional land is required to construct the facility. Productive, efficient operations cannot be conducted without more space. Difficult decisions will need to be made, and we anticipate ample processes to allow for input and suggestions as we get closer to committing to this investment.

### **Library**

The main library is currently completing an engineering review of its HVAC system. For the past few years, repairs have been made to the aging equipment in an effort to prolong its useful life. Unfortunately replacement parts are becoming more and more costly and the technology used by the system is very outdated. Preliminary findings of an evaluation of options has shown us that a complete conversion of the building to a ground source heat pump system, notwithstanding higher upfront costs, would significantly lower operating costs, paying for itself and saving the city money in the long term; further, it would provide a massive decrease in the carbon footprint of the building, and there will likely be significant incentives available from our utility to help offset the cost. This is also the only option that provides any significant reduction in the environmental impact of the building. While it is the most difficult to accomplish, we believe strongly that it is our responsibility to pursue this option as conversions of this type are what will be required for all city buildings as the city moves to eliminate greenhouse gas emissions in our building sector. Initial estimates put the project cost at about \$3M. A Free Cash appropriation would likely be sought to fund the project.

## Senior Center

The Senior Center opened in November 1992, and this coming November will mark its 29<sup>th</sup> anniversary. The City has been fortunate over the years to have had funding from the Friends of the Council on Aging for some major improvements such as a new roof, carpeting, furnishings, upgrade of the HVAC system and some plumbing fixtures. Unfortunately, the Friends of the Council on Aging has exhausted its funds, and we must ensure that future needs of this building are planned for within our capital plan. We anticipate needing to increase the Senior Centers maintenance budget over the next few years to address both ad hoc as well as planned less costly repairs and improvements. Given the pending short term repair needs, such as thru wall air conditioning unit replacements, air cooled condensing units, gutter and vinyl repair work, curb and walkway repairs, along with yearly maintenance of windows, doors and exterior grounds, the FY 2022 budget for building maintenance was increased by \$15,000 to a level of \$25,000. We anticipate funding this line at a minimum of that level moving forward.

In addition to the needs noted above, we can expect significant costs related to the exterior envelope in the next four to eight years. The scope of this work would include complete replacement of the windows and exterior doors throughout the building. This need is currently expected to cost in the range of \$250,000 and would likely come from free cash reserves.

The heating and cooling system within the Senior Center will also require some investment in the next few years. The boilers are at the end of their useful life and should be updated with more efficient and environmentally conscious alternatives. The four major HVAC units should also be replaced with more efficient equipment and also to eliminate the very expensive and environmentally harmful refrigerant in the current units. A building-wide energy management system should also be installed to allow better control of the building heating, cooling and lighting. The total cost for this scope is estimated at \$400,000 to \$600,000 but can be broken into multiple phases and is expected to be needed in the next two to four years. A combination of grant opportunities, operating budget and free cash reserves would all likely contribute to funding this improvement.

## GAR Hall

The Grand Army of the Republic (GAR) Hall is located at 8 Dane Street and currently houses the City's Inspectional Services Department. The Inspectional Services Department moved into the building a few years ago and prior to the move the city invested some resources to upgrade the building. Hazardous floor tiles were removed, electrical upgrades were performed and painting throughout the basement and 1<sup>st</sup> floor was done. The building also has a relatively new roof. The Community Preservation Committee recently funded a façade restoration for the front exterior of the building. There still remain some improvements that are necessary to fully restore

and preserve it for years to come. An interior renovation would be completed after the Inspectional Services Department vacates the space.

### **Myles McPherson Youth Center**

The Myles McPherson Youth Center is located along the Bass River on McPherson drive. It consists of some outdoor facilities such as basketball courts and a skate park and a building that houses some indoor activities, all geared toward serving teens aged 11 through 18 years of age. We have begun to look closely at this facility and its campus as the pandemic has brought into sharp focus the need for greater social and emotional support of our youth and teens, along with an increased need for healthy socialization and enhanced services to address their well being. This past year, ARPA funds have become available to the City and are designed to help in a number of areas. The health and wellbeing of our disproportionately affected populations is a primary focus of the legislation and has led us to review the facility and assess its future needs. The campus is currently insufficient to offer additional programming. The center itself is outdated for today's needs and limits our ability to have effective gatherings indoors and appropriate space for service delivery. The campus itself currently provides outdoor spaces for basketball, roller hockey and skateboarding, but could be designed more efficiently to provide some enhanced athletic and socialization space. Sea level rise projections will leave this site vulnerable to storm surge flooding and resilience measures will need to be undertaken as part of this project. The City recently received a \$200,000 state earmark for this center which will allow the City to contract with an OPM to perform some preliminary needs assessment and design consultation. It is expected that ARPA funds could be utilized to support a campus reconfiguration and facility enhancement.

### **School Buildings and Grounds**

Beverly's school facilities have been brought to a first-class condition. The five Elementary schools in operation, along with the McKeown School, have all undergone building renovation and addition projects over the past two decades, the High School underwent a thorough building renovation and addition project which was completed in 2010, and the all new Beverly Middle School was built and was opened for the 2018-2019 school year.

We are approaching the stated useful life of some of the earlier remodeled school roofs, and proactive repair and maintenance along with an evaluation will help us prepare a reasonable replacement schedule over multiple years to ensure that those schools are properly protected. This work will also include the feasibility of solar panels on each of the school roofs.

While we still hope to participate in the Massachusetts School Building Association's (MSBA) repair program for these expected costs with a 56% reimbursement by the state, the MSBA has changed the threshold eligibility requirement of the roofs from 20 to 25 years old and the roofs must essentially be failing, it is unclear whether we can or should take advantage of this program. Therefore, for planning purposes we have included all of the roof repairs in the debt schedules at an average of \$1 million each. To properly replace the roof systems, the HVAC equipment on the roof must be removed. Since the equipment is as old as the roofs, it is prudent to evaluate options and consider replacement with more efficient equipment. This will add to the cost of each roof, but is a wise investment that also eliminates the legacy refrigerant that current equipment uses. These roof and HVAC equipment replacement projects will be examined carefully as important opportunities to both significantly increase energy efficiency of these buildings and to transition from fossil fuel to electric powered systems.

The City has been aggressive in the upkeep and repairs of athletic and outdoor fields in and around the schools. A Replacement of the Hurd Stadium Seating has ensured the continued availability of that city and school asset well into the future. In addition to the new fields on the grounds of the new middle school, the city has invested in the replacement of the track and the turf field as well as construction of new softball fields on the grounds of the high school.

### **Roads and Sidewalks**

Using sophisticated pavement management tools, we have been able to categorize and rate our roadways throughout the city. This process coupled with a significant increase in city funds for road and sidewalk work is allowing the city to make steady strides in improving and strategically maintaining our road and sidewalk infrastructure. The state is another source of paving revenue which comes to Beverly via the gas tax. Combining this with a city appropriation of between \$1.4M and \$2.0M over the last several years has provided between \$2.5M and \$3.1M annually. In addition, the city sources many grant opportunities such as Complete Streets and MassWorks to help fund road projects. This remains an investment that is critical to improving our 150 miles of roadway. The FY22 budget placed \$2.0M of city funds into this spending category and our goal is to increase that level and maintain it in the future.

We embrace the latest pavement preservation technologies to protect our investment, while at the same time working with leaders in the field to develop new techniques to make sure this large investment in one of our most valuable assets is protected. Annual work, including crack sealing and in-house grind and inlay, complements the larger reconstruction and repaving projects to provide a comprehensive approach to pavement management.

We also incorporate ADA improvements in all this work to increase access for all residents and guests and incorporate the complete streets model when possible.

Working closely with our local bicycle committee, we have continued to build out an extensive network of bicycle lanes on our road network. Typically, this work is included in our roadway projects but is also undertaken as stand alone projects.

The Mobility Hub, as it is known, will be a major modernization of the area around the Beverly Depot train station that allows pedestrians, bicycles, buses, car and ride share services, trains and other forms of transportation to interact and leverage their respective benefits. Designs are at 25% and significant capital will be necessary to complete the project. Funding will likely be a combination of grants, private, municipal and transportation agency sources. The City continues to seek out funding opportunities for the project.

### **Upgrading of Key Intersections**

The city has long pursued an interchange project including direct access to Dunham Rd. from Rte. 128 mitigating traffic flow from the Brimbal Ave. area. The city continues to work with state officials to develop an attainable solution. A new design team has been engaged and the original assumptions are being reevaluated to ensure the appropriate project moves forward. This project will be substantial in cost and take some time to develop. It is the city's expectation that funding for this type of project will fall outside the city's operating budget; therefore, we have not included any costs associated with it in the debt models.

The intersection of Brimbal and Dunham continues to see an increase in traffic due to new growth in the area. The city began investigating the possibility of constructing a roundabout at this location and the design has progressed to the 25% mark. Over the coming months the preliminary design will be reviewed by MassDOT and our hope is that by this time next year a design will be nearing completion. Due to the project being constructed on mostly State land, there are many issues to sort out which may require a longer review period than typical. The additional design work is funded from the operational budget and construction funding has not yet been secured. We will pursue grants and other sources to assist with construction. It is estimated that construction could be roughly \$2 million. We are hopeful that we can share the cost of this with other parties, but it is possible that the entire cost would be borne by the city.

Bridge Street is another key artery in town and sorely in need of repair. The City was successful at getting this street onto the list of future State funded work. The city is expected to complete the engineering work shortly and turn the project over to the state to build with federal dollars. This project is currently on the State TIP for funding in federal fiscal year 2023. This will be a welcome and important streetscape project. We continue to fund design and right-of-way acquisition costs out of the operating budget. At this time, construction is hoped to begin in 2023.

## **Parking Infrastructure**

The City passed a revised parking ordinance and authorized a new parking system in the downtown areas in fiscal year 2018 . The cost of the new system has been fully paid with short term principal payments over the past three years. The ongoing enforcement and upkeep costs are planned to be funded through a parking revenue transfer each year in the City's annual operating budget.

The City also recognizes the need for parking capacity improvements in and around the downtown area. Currently, the City manages five public parking lots in the immediate downtown area. The lot between Bow and Federal Streets is privately owned, and the city's ability to access and use this lot for public parking is at risk. Taken together with anticipated increased demand for this limited parking, the City is pursuing additional parking opportunities throughout the downtown and will likely need to invest city funds to do so successfully..

With electric vehicles projected to increase in the next decade, the City continues to invest in charging infrastructure in our lots, using utility and state grant funding to minimize installation costs to the city. A recent grant award will provide for four new DC fast chargers in a downtown lot. We will continue to seek opportunities to increase electric vehicle charging capacity.

## **City Cemeteries**

The City manages and maintains three cemeteries. The cost of ongoing upkeep is contained in the annual operating budget and is funded via a transfer from the Cemetery Perpetual Care Trust Fund each year. Although one would not typically expect large capital type expenditures to improve our cemeteries, the central cemetery is in need of fencing repair and this will carry a significant cost to address it. Approximately one mile of perimeter fencing has large sections that have fallen into disrepair and must be replaced. The city is working to gain a reasonable estimate for the work and would likely seek funding from a variety of sources to fund the project.

## **Bass River**

Dredging of the Bass River has long been noted as a need to allow improved access along the river, and the project is divided into two phases. The first phase being from the Danvers River to the Hall Whitaker Bridge, and the second phase comprising dredging from the Hall Whitaker Bridge upstream past the Bass Haven Yacht Club. The City continues to work through some of the logistical challenges with the project, and include herein a placeholder in the attached debt schedules as the scope of this effort would be significant if fully undertaken.

The city recently secured grant funding to conduct a feasibility study of constructing our own disposal area at sea for the dredge materials to be removed from the river. If such a concept proves feasible, we will also pursue grant funding to help with its construction.

### Fire Engines

The Beverly Fire Department maintains a fleet of vehicles that fit into two broad categories that include gasoline or diesel powered smaller vehicles and diesel powered larger vehicles. The larger diesel powered vehicles include Pumpers, Ladders, and a Rescue. The smaller vehicles are assigned to personnel that have both emergency roles or a combination of administrative and emergency roles. Smaller vehicles are often replaced as part of an operating budget submission. We do expect to replace two vehicles (Squad 1 and Car 5) with greener environmental options in FY 23 and FY24. The City continues to monitor the industry for opportunities to purchase electric or alternative fuel vehicles, and will do so expeditiously as these vehicles' reliability and performance recommend.

The larger apparatus include three front line (always in service) Pumpers, one reserve Pumper, One front line Ladder, one Reserve Quintuple (Quint), and one Heavy Rescue that serves as the Dive Truck. Two of our front-line apparatus, Engine 5 and Ladder 1, are brand new having taken delivery in the beginning of FY22.

Our apparatus replacement plan considers the recommended standards outlined in the National Fire Protection Association Standard 1901 along with the maintenance history, operational history, and general condition of the truck. We strive to get ten years from our front-line Pumpers and fifteen years from our front-line Ladder. Once a truck reaches 10, or 15 years, we try to extend its useful life by shifting it to a reserve status. Reserve trucks are used during times of emergency or when a front-line truck is taken out of service for maintenance. The limited nature in which reserve trucks are used allows us to keep trucks for up to twenty-five years.

Our front-line Pumpers include a 2022 Ferrara Igniter (Engine 5), 2014 KME Predator (Engine 1) and 2014 KME Predator (Engine 3). Engine 1 will respond to approximately 2,000 calls each year, and Engine 3 will respond to approximately 1,000 calls each year.

Our reserve Pumper is Engine 4, a 2006 American Lafrance, will respond to approximately 1,000 calls each year. In 2022 our oldest reserve Pumper, a 2001 KME Predator will be retired from service.

Our plan for a new Pumper is to request funding for a replacement in FY 25. The new Pumper will be placed in service at Headquarters as Engine 1, current Engine 1 (2014 KME) will become Reserve Engine 4 and current Engine 4 (2006 American Lafrance) will be permanently retired.

The current estimated cost for a Pumper is \$785,000. This will likely require a free cash appropriation or debt authorization. We have included it in the debt schedule for illustrative purposes.

Our Front-line Ladder is a 2021 Ferrara Inferno (Ladder 1), ordered in FY2020. Ladder 1 is expected to respond to approximately 1,800 calls each year.

Our reserve ladder is a 2009 Pierce Arrow Quint (Truck 2). A Quint is a truck designed to carry the equipment of both a Pumper and a Ladder. It ran as a Pumper out of headquarters since its purchase. This truck will remain in reserve until Ladder 1 is replaced and moved to reserve status.

With a 2009 reserve and a 2021 front-line Ladder, we do not anticipate another Ladder order until FY 31.

Our Heavy Rescue, Dive Rescue 1, was purchased in 2014 with grant funding. It is a low response volume, heavy-duty truck that we expect to remain in service well into the future.

### **Public Services Vehicles**

The Public Services fleet includes a large number of vehicles, trailers, specialty equipment and heavy machinery. The fleet is so large that it's imperative we continue to have an equipment replacement schedule and spread out replacement costs equally over time on a rolling basis. This strategy avoids putting the city in a position where major investment would be required in a shorter period of time. Also, continuing with a modest plan that provides a few new pieces each year will help keep the Department efficient and help hold down repair costs and maximize staff time. It has been the City's practice to include funding within the operating budget for this purpose, and we expect that practice to continue in the future. In consultation with the Administration, the Department continues to monitor the industry and look for opportunities to purchase electric or alternative fuel vehicles, and will do so expeditiously as these vehicles' reliability and performance recommend. Recent supply chain issues have significantly increased the cost of all equipment and lead times are now at least double what they were.

A commonly used truck in the DPS fleet is the so-called "one-ton." These trucks are used in support of a number of functions within the Department. At least one per year needs to be purchased to keep the fleet in operable condition and allow the retirement of older trucks. Each truck now costs approximately \$100,000 with snow removal equipment.

There are many critical pieces to our fleet such as large front-end loaders and backhoes. Like all of the fleet, our current stock is old and in need of replacement. At least \$225,000 should be provided for replacing one piece per year.

The workhorses of the fleet are our medium duty trucks. Rust has taken its toll and we desperately need replacement trucks at an estimated price of \$300,000 each. At least one per year should be budgeted.

It is our intent to fund these capital expenditures from operations whenever possible, i.e. in years which generate positive financial variances from operations. We have historically allocated \$250,000 initially to the Public Services General Fund budget for this purpose, and you will note those expenses not being bonded as they are appropriated directly each year. The City also makes annual purchases through the Water and Sewer Enterprise funds for equipment utilized in support of those functions. We anticipate continuing this strategy each year moving forward through the administration's annual budget submission, but recognize that the annual amount will likely increase modestly to keep pace with rising equipment costs.

### IT and Communication Infrastructure

Historically the city has provided an annual allotment through the General Fund operating budget for the upkeep and replacement of technology equipment. This practice has enabled the city to maintain its existing infrastructure; however, as the need for enhanced computing and speed increases, so do the required upgrades necessary to ensure effective and secure environments.

Recently, the city invested in the enhancement of internet access within its network. This required a fiber based internet solution which allows for less down time, quicker communication, better security and an overall superior product than the small business solution the city historically relied on. This will necessitate a slight increase in the annual operational cost and will be built into future General Fund operating budget requests.

The city also recently standardized the computing environment for employees; investing in Google suite software. This has already shown its value with more streamlined sharing of files and standardized solutions. It carries with it an annual licensing cost, and the city will regularly evaluate this product and compare it to advances in technology or other solutions that might better serve our end users in the future.

This past year saw considerable upgrades to our web site, our telephone system and our telecommuting capabilities with help from CARES Act funding. These investments not only have allowed seamless operations throughout the pandemic, but has positioned the city's IT capabilities soundly for years to come. As we move more of our business online, the IT infrastructure of the city becomes essential to operations. This is one area we must ensure remains up to date. The risks are far too great.

### Beverly Golf and Tennis Club

Improvements continue to be made to this facility, including both interior and exterior work. Building preservation, mechanical system renovations and handicap accessibility continue to be the focus of these investments moving forward. Improvements have historically been funded through the Golf and Tennis Enterprise Fund and multiple awards of Community Preservation Act funds. A modest amount of roughly \$75,000 is provided annually in the Golf Enterprise fund budget, and it is anticipated that this annual investment will continue, assuming annual City Council approval and barring any unforeseen competing demands.

The Community Preservation Committee has awarded the Golf and Tennis Commission funds to assess and develop a rehabilitation plan. It is expected that the entire building will need an extensive overhaul to replace all of the major systems, maintain the buildings historical significance and allow for maximization of use and revenue generation. Preliminary review has indicated that this initiative would come with a significant price tag and we can expect this scope of rehabilitation to be significant. This plan had historically carried a place holder of \$5M for planning purposes but as the rehabilitation plan approaches completion of the schematic design phase, construction estimates are indicating costs could be up to three times that amount. It had always been intended to fund this project outside of the General Fund through Golf and Tennis revenues, CPA funding and other potential sources such as state funds or historical grants. That still remains the goal and we are currently continuing to work with designers and operational consultants to refine the scope of the project while recommending layout and operational adjustments to enhance future revenues. Currently the project scope would require bonding and if borrowed would create an annual debt service payment unable to be supported by the Golf and Tennis Enterprise Fund alone. The likely solution includes reducing the potential cost of the project, enhancing future revenue streams to support additional costs and seeking multiple sources of funding support as noted above.

The proposed project would fully renovate the facility into a functional facility while restoring several historic aspects of the building and modernizing the HVAC with a ground source heat pump system.

### Lynch Park Carriage House

Over the years, a number of projects have been completed in the Carriage House that have bolstered the building and prevented the loss of this cherished asset. In order to have the building used to its full potential, a significant renovation is required. This would include replacing the electrical and plumbing while also adding insulation and mechanical systems that don't exist at this time. An elevator would also be installed to allow complete access by all our residents.

Community Preservation Act funds have allowed us to complete a planning phase for a reconstruction. The reconstruction is proposed to take place over two phases with a total cost of over \$4.5M. Funding will likely come from state historic preservation grants, Community Preservation funds as well as Recreation Enterprise funds.

### **Water, Sewer and Drainage**

Flood control has been a major objective for the past two decades. Significant time, effort and money have been invested in our stormwater system to mitigate flooding problems throughout the City. We have successfully completed the Chase Street project in Wards Two and Three, the Lawrence Brook project in Ward Four, the Raymond Farms project, whose benefits are most felt in Ward Five and most recently the North Beverly project which benefits residents of Wards Five and Three.

The Chubb's Brook project in Ward Six was, in fact, overwhelmed by the so-called Mother's Day storm of 2006, which lasted a week. That project is dependent on detention basins to slow the flow of water rather than large pipes which carry off the offending water. We designed additional improvements to the Chubb's Brook area which were constructed a few seasons ago to bolster the already proven detention ponds. We have designed an additional pond to increase our storage capacity and replacements for three sections of existing culverts that will provide additional relief. Two culvert replacements are being performed by other agencies at no cost to the City, other than design and permitting. The railroad completed replacement of its culvert, and Mass DOT will hopefully be able to replace theirs this summer. The third culvert, (under Haskell Street) was replaced with the help of a grant from FEMA to complete the work along with some other improvements in the area. These projects have been carefully designed to work together to minimize the risk of flooding in this flood prone area.

The City is also engaged in a flood mitigation effort in and around the Shoe Pond and Bass River. Tidal gates and increased drainage capacity are proposed and we were working with State and Federal Emergency Management agencies on this effort. The project has stalled and is not likely to proceed due to permitting complexities. We are talking to State agencies to understand what the City's options are and are continuing to carry the potential cost in this report's schedule.

Several studies have been completed to try to understand the potential implications of climate change and sea level rise. Federal funds have been secured to study and propose solutions for some of our most critical infrastructure.

Another important element of our stormwater program is addressing the federal MS4 requirements. MS4 is short for municipal separate storm sewer system. This is a federally mandated program that addresses stormwater quality. In order to comply with the requirements

of the program, we will need to invest at least a few hundred thousand dollars per year. This unfunded mandate will become increasingly expensive in the coming years. Two consultants are currently engaged in studying the required tasks, and we hope to have an idea of the economic impact this year. As designed, the program does little to improve anything but we are working to ensure our investment does more than just satisfy the requirement. We hope to create programs and tools that will have real impacts on our stormwater.

In addition to the larger projects that are constructed by outside vendors, the Department of Public Services constructs dozens of smaller projects each year to alleviate drainage problems. When the projects are constructed with City forces, the costs are modest and the work of high quality. Funding drainage repairs and extensions each year ensures that this effort can continue. Providing funding of \$100,000 - 150,000 each year allows several projects to be accomplished. We will continue to include an annual request of \$125,000 within the annual operating budget in the future.

In recent years we have reconstructed many brooks within the City. Years of neglect had left them choked with brush and debris. A small-scale program of ditch maintenance began several years ago to reclaim overgrown brooks and to maintain the newly refurbished waterways. This program is vital and should be expanded to allow clearing of some of the brooks within the flood prone areas in the City. An annual budget request of \$50,000 will provide a basic level of service and allow the City to catch up with the substantial backlog of work.

Several water main projects are contemplated for the upcoming year. The goal of these specific projects is to bolster our ability to provide the highest level of service possible to our customers. The Beverly Farms main lining project was completed, as was the replacement of the Haskell Street main. These projects have provided a significant improvement to water quality and quantity in the Farms section of the city.

The proposed improvements to Standley Street were completed last year except for the highway crossing. The section from Foster Street to Eagle Lane was upgraded from six inch to sixteen inch pipe. It is anticipated that this section will be installed this summer.

With the upcoming road project on Bridge Street in the design phase, we can anticipate the water main will also need rehabilitation. The Bridge Street water main will need to be replaced at an estimated cost of \$2.0M within the next 18 months. Depending on the level of the Enterprise Fund balance, this request could consist of a portion of fund balance and a portion of loan authorization. For illustrative purposes we have included the full cost in the attached debt schedule.

### **Citywide Water Main Replacement**

It is industry practice to allow for the renewal and replacement of water mains on an annual basis. A rule of thumb is to renew or replace 1% of total pipeline length every year with a goal that after 100 years, all pipe in the system will have been replaced. Beverly has about 200 miles of water pipe within the City. The first goal of the program will be to install pipe in those areas of the City known to have problems of low water flow or poor water quality. Overall, the program will also allow small mains to be replaced by new larger pipes and dead-ends looped. Current cost is estimated at \$1,000,000 per year which we will continue to incorporate into the annual water budget request. The estimated cost includes engineering and construction costs to install about two miles of new pipe per year.

### **Citywide Gate Valve Replacement**

There are almost 4,000 valves in the City's water system, some more than 100 years old. Many of these valves operate poorly which limits our ability to quickly control a water break. The Water Department is starting a unidirectional main flushing program. Unidirectional flushing is a very effective way to remove sediment from water mains, but it requires the operation of main valves. It is expected that this process will identify some valves that need replacement. The cost to replace a single valve averages \$4,000. An estimated 50 valves should be replaced each year for a total annual cost of \$200,000 which will be built into the annual water budget request.

### **Water & Sewer Vehicles**

This division recently purchased a large dump truck and a new backhoe; however, additional equipment such as an air compressor and other smaller pieces are required going forward. An ongoing expenditure of \$300,000 per year for vehicles is necessary to keep the water/sewer equipment and fleet in reasonable condition. This amount will be included in the Mayor's budget request.

### **Paint and Repair of the Folly Hill Tower**

Originally constructed to serve a small section of the City, the tower at Folly Hill now serves to support the entire City along with the recently renovated Brimbal tank. Now that our main tank has been painted, we need to turn our attention to its backup. The painting project at Brimbal helped us to clearly demonstrate the value of the Folly Hill tank. A complete interior and exterior

recoating is necessary and will cost close to \$2M. This work will likely be necessary within the next five years. The debt payment for this project would be the obligation of the water fund.

### Water Meter Replacement

Most of the city's water meters are over 20 years old. The battery in the communication portion of the meter is guaranteed for ten years but is expected to last for years beyond that. It is important that we begin planning for the replacement of our meters and the current reading system. Currently, as batteries fail, we are replacing the meters with newer technology with our ultimate goal of installing a newer network of meter reading equipment that will allow us to monitor water usage in real time. Current technology will allow for immediate notification to our customers of a leak on their property. It also allows us to compare daily water usage citywide so that we may better manage this important asset. The work to identify the best system for the future will be done over the coming year. Current estimates place a cost at \$7M which would be split between water and sewer funds and require a separate loan authorization from the City Council.

### Pershing Ave Pump Station

A prior appropriation by the City Council authorized repairs and upgrades to our main water pump station. The operational upgrades were completed but the building envelope upgrades have not been. A proposal is in hand to design the repairs that will preserve the building and repair some existing water damage. When the study is complete, we will know if the previous authorization is sufficient.

### Sewer Pumping Station Improvements

The environment of a sewer pump station is a hostile one. Constant attention is needed to keep the stations operating efficiently. Safety codes have improved greatly since most of our stations were built, and as a result many of our stations could benefit from a renovation project. The goal would be to make the stations reliable and safer to maintain. A total of \$250,000 annually for the next ten years is a realistic investment in the 35 stations we operate and maintain. The current budget holds \$100,000 for this purpose.

Two of the sewer pump stations are due for extensive overhauls this year. Upgrades are necessary to provide adequate capacity and reliability and to eliminate inherent hazards of the stations that make maintenance work a dangerous activity. The estimated cost of upgrades is

100747  
\$400,000, which will necessitate a separate appropriation, likely from the enterprise fund balance.

### Sewer System Evaluation

The drainage system in the vicinity of Corning Street and East Lothrop was significantly improved by the Lawrence Brook drainage project. The ultimate test of this was the May 2006 rain event. During that storm the drainage system worked well and there was no significant flooding. Without the flooding waters, we soon became aware of another problem. Extraneous water is entering the sanitary sewers causing them to periodically overflow. The result was basements with raw sewage flowing back into them from the street during the largest rain events.

Over the last few years, the City has worked with Dewberry Engineers Inc. to investigate the scope of the problem and recommend possible solutions. Extensive field investigations were performed and raw data was collected. The preliminary results indicate that there is a significant amount of both groundwater and surface water entering the sanitary sewers from a variety of sources.

Construction of sewer improvements in this area was completed a few years ago.. All leaking sewers have been sealed with waterproof liners. This includes the service connections to the homes. This work should greatly reduce the amount of groundwater leaking into the sewers and mitigate flooding of the sewers in heavy rain events within that sewer subsection. We keep this project on the books as it is a test bed for us to prove the efficacy of various rehabilitation methods. We continue to study the area so that we can do a better job with our work in other areas of the city.

Due to recent changes in DEP regulations, we will be required to complete this type of work throughout the city. The City maintains 25 subsections of sewer each containing an average of 25,000 linear feet (five miles). Now that we have a proven methodology for repairs and have completed the first subsection, we can estimate safely that it will take in excess of \$3M per year to perform the work now required by law for the remaining subsections. The current budget provides \$1.7M within the operating budget to address the engineering and planning components for this purpose, which will need to increase in future years. The current funding is insufficient to maintain the required timeline given other competing needs.

# Funding Source Summary Capital Expenditures

**Project**

**Est. Cost**

Potential Funding Source			
GENERAL FUND			Other
Free Cash	Annual Operating Budget	Debt Service	
X			
X		X	
X		X	
X			
X			
X		X	
X		X	
X	X		
			X
			X
	X		X
X	X		X
			X
X		X	
	X		

Library HVAC System	3,000,000
City Hall Refurbishment	12,000,000 +
Firing Range	1,500,000
North Beverly / Farms Fire Station Roofs	800,000
Central Fire Station Façade, Roof, Windows and HVAC	1,500,000
School Roofs (each roof)	1,000,000
Salt Shed Roof	100,000
Public Services Buildings	25,000,000 +
Senior Center (ongoing maintenance, exterior envelope & HV)	850,000
GAR Hall	TBD
Myles McPherson Youth Center	TBD
Annual Paving of Roads and Sidewalks	2,500,000-3,500,000
Upgrading of Key Intersections	2,000,000
Bridge St repair work	TBD
Parking Infrastructure	As needed
City Cemeteries	TBD
Bass River Dredging	5,000,000 +
Fire Pumper Truck	785,000
Public Services Vehicles	325,000 / yr.

**Project**

**Est. Cost**

Potential Funding Source			
ENTERPRISE FUNDS			Other
Retained Earnings	Annual Operating Budget	Debt Service	
X		X	X
		X	X
	X		X
	X		
	X		
	X		
		X	
X		X	
	X		
	X		
	X		
		X	
		X	
X	X	X	
X	X		
	X		

Beverly Golf and Tennis Club	TBD
Lynch Park Carriage House	4,500,000
Flood Mitigation Shoe Pond	2,000,000
MS4 Mandates	300,000
Drainage Repairs and Extensions	100,000 -150,000 / yr
Brook Drainage repairs and maintenance	50,000 / yr
Standley St Water Main	800,000
Bridge St Water Mains	2,000,000
Water and Sewer Vehicles	300,000 / yr
City Wide Gate Valve Replacement	200,000 / yr
City Wide Watermain Replacement	1,000,000 / yr
Foly Hill Water tank	2,000,000
Water Meter Replacement	7,000,000
Pershing Ave Pump Station	TBD
Sewer Station Improvements	250,000 / yr + 400,000 one time
Sewer System Evaluation	2,500,000-3,000,000 / yr.

# GENERAL FUND DEBT SCHEDULE

## As of 3/2/22

Issued	2022 Total	2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2028 Total	2029 Total	2030 Total	2031 Total	
Drainage	3,890,000	836,400	-	-	-	-	-	-	-	-	
Centerville School	11,437,000	832,320	-	-	-	-	-	-	-	-	
North Perry School	11,400,000	162,600	132,250	-	-	-	-	-	-	-	
Farms Library	3,165,000	32,950	26,725	-	-	-	-	-	-	-	
THE FOUNDATION	400,000	15,900	14,175	-	-	-	-	-	-	-	
Carriage House	200,000	15,900	14,175	-	-	-	-	-	-	-	
Fire Equipment	630,000	81,000	81,000	-	-	-	-	-	-	-	
Damage	3,207,000	166,225	155,875	146,813	-	-	-	-	-	-	
Drainage	3,000,000	53,600	149,600	141,750	-	-	-	-	-	-	
Pathways	1,000,000	126,500	121,000	115,500	-	-	-	-	-	-	
Police Communications / Fiber	3,000,000	104,175	101,025	98,550	93,900	91,350	87,800	86,156	82,536	80,556	
Alarm Logs	720,000	46,530	44,800	43,050	41,300	39,550	37,800	36,400	34,956	33,556	
Land acquisition	20,000,000	1,037,256	1,067,208	1,029,656	993,156	966,656	940,156	913,656	887,156	860,656	
BHS #1	10,000,000	533,483	536,225	522,860	506,360	488,860	471,360	453,860	436,360	418,860	
BHS #2	10,000,000	503,773	536,225	522,860	506,360	488,860	471,360	453,860	436,360	418,860	
City Hall / Police Station Repairs	2,483,000	187,350	181,100	174,850	168,600	162,350	156,100	149,850	143,600	137,350	
City Hall / Repairs	2,458,000	187,350	181,100	174,850	168,600	162,350	156,100	149,850	143,600	137,350	
City Hall / Repairs	2,059,000	156,675	151,425	146,175	140,925	135,675	130,425	125,175	119,925	114,675	
BHS #3	735,000	128,100	127,000	126,000	125,000	124,000	123,000	122,000	121,000	120,000	
BHS #3 (General)	735,000	128,100	127,000	126,000	125,000	124,000	123,000	122,000	121,000	120,000	
Middle School #1	25,000,000	1,566,888	1,532,688	1,498,488	1,464,288	1,430,088	1,395,888	1,361,688	1,327,488	1,293,288	
Middle School #2	23,875,000	1,574,438	1,540,238	1,506,038	1,471,838	1,437,638	1,403,438	1,369,238	1,335,038	1,300,838	
Middle School #3	9,286,500	628,955	618,200	607,450	596,700	585,950	575,200	564,450	553,700	542,950	
Middle School #3	10,987,000	710,144	698,420	686,700	674,980	663,260	651,540	639,820	628,100	616,380	
Police Station 1b	10,500,000	660,503	651,875	643,250	634,625	626,000	617,375	608,750	600,125	591,500	
<b>SUBTOTAL CURRENT DEBT SERVICE</b>		<b>10,355,709</b>	<b>8,196,761</b>	<b>7,693,724</b>	<b>7,080,711</b>	<b>6,871,649</b>	<b>6,665,461</b>	<b>6,383,186</b>	<b>6,161,261</b>	<b>5,979,711</b>	<b>5,882,701</b>
<b>PROPOSED DEBT SERVICE</b>		<b>567,875</b>	<b>500,000</b>	<b>500,000</b>	<b>506,000</b>	<b>509,000</b>	<b>512,000</b>	<b>515,000</b>	<b>518,000</b>	<b>521,000</b>	<b>524,000</b>
Short Term Borrowing / financing											
City Hall Rehabilitation (4.5% equal principal) (20 YR)	7,000,000	1,140,000	-	-	-	-	-	-	-	-	-
Fire truck purchase (short term principal payments 2 yr)	785,000	-	392,500	392,500	-	-	-	-	-	-	-
School Bldg #1 & #2 (4.5%) (10 YR)	2,000,000	-	220,000	220,000	-	-	-	-	-	-	-
School Bldg #3 & #4 (4.5%) (10 YR)	2,000,000	-	290,000	290,000	-	-	-	-	-	-	-
School roofs #3 & #4 (4.5%) (10 YR)	1,000,000	-	145,000	145,000	-	-	-	-	-	-	-
Police Station #3 (10 YR)	1,500,000	-	217,500	217,500	-	-	-	-	-	-	-
Police Station #3 (10 YR)	1,500,000	-	210,750	210,750	-	-	-	-	-	-	-
Police Services Building (4.5% equal principal) (20 YR)	2,000,000	-	958,333	958,333	-	-	-	-	-	-	-
Basin River Dredging (4.0%) (10 YR)	TBD	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL PROPOSED DEBT SERVICE</b>		<b>567,875</b>	<b>1,640,000</b>	<b>2,513,000</b>	<b>4,218,583</b>	<b>3,881,833</b>	<b>3,788,083</b>	<b>3,694,333</b>	<b>3,600,583</b>	<b>3,506,833</b>	<b>2,250,833</b>
<b>TOTAL CURRENT + PROPOSED DEBT SERVICE</b>		<b>10,923,584</b>	<b>9,836,761</b>	<b>10,206,724</b>	<b>11,299,294</b>	<b>10,753,482</b>	<b>10,453,544</b>	<b>10,077,519</b>	<b>9,761,844</b>	<b>9,486,544</b>	<b>8,133,534</b>
Est. General Fund Operating Budget		144,180,396	148,145,357	152,219,354	156,405,386	160,706,535	165,125,964	169,666,928	174,332,769	179,126,920	184,052,910
Debt Ratio		7.58%	6.64%	6.71%	7.22%	6.69%	6.33%	5.94%	5.60%	5.30%	4.42%

# WATER FUND CAPITAL EXPENDITURE PLAN EXISTING DEBT SERVICE REQUIREMENTS BY FISCAL YEAR

Project	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Water Improvements	61,500	-	-	-	-	-	-	-	-	-
Field & West Streets	1,250	-	-	-	-	-	-	-	-	-
Beverly Farms Main	23,000	-	-	-	-	-	-	-	-	-
Water Meters	460	-	-	-	-	-	-	-	-	-
Pushing Pump Station	40,000	-	-	-	-	-	-	-	-	-
Bridge Water Mains	13,450	-	-	-	-	-	-	-	-	-
2,000,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
2,150,000	60,631	57,431	54,231	51,031	47,831	44,631	41,431	38,231	35,031	31,831
2,300,000	137,000	134,000	131,000	128,000	125,000	122,000	119,000	116,000	113,000	110,000
2,450,000	88,764	84,450	80,136	75,822	71,508	67,194	62,880	58,566	54,252	49,938
3,700,000	126,500	125,000	123,500	122,000	120,500	119,000	117,500	116,000	114,500	113,000
Cabot Water Mains	83,052	79,100	75,148	71,196	67,244	63,292	59,340	55,388	51,436	47,484
TOTAL EXISTING WATER DEBT SERVICE	717,587	614,431	596,231	578,031	559,831	541,631	508,931	491,781	474,631	473,206

## PROPOSED DEBT SERVICE BY FISCAL YEAR

Project	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
short term interest / principal	100,000	-	-	-	-	-	-	-	-	-
Standard Street Main	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Pushing Pump Station	32,000	30,400	28,800	27,200	25,600	24,000	22,400	20,800	19,200	17,600
Water Meters	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Bridge Water Mains	40,000	38,000	36,000	34,000	32,000	30,000	28,000	26,000	24,000	22,000
2,000,000	233,333	233,333	233,333	233,333	233,333	233,333	233,333	233,333	233,333	233,333
2,150,000	157,250	147,600	137,950	128,300	118,650	109,000	99,350	89,700	80,050	70,400
2,300,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
2,450,000	85,500	81,000	76,500	72,000	67,500	63,000	58,500	54,000	49,500	45,000
TOTAL PROPOSED WATER DEBT SERVICE	100,000	552,833	863,258	841,383	819,408	797,433	775,458	753,483	731,508	709,533
COMBINED DEBT SERVICE	817,587	1,167,264	1,459,589	1,419,414	1,379,239	1,339,064	1,284,389	1,245,264	1,206,139	1,132,739

# SEWER FUND CAPITAL EXPENDITURE PLAN EXISTING DEBT SERVICE REQUIREMENTS BY FISCAL YEAR

Project	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
WVWPAT	40,793	40,793	43,927							
567192	Int	2,223								
4,283	4,369	4,438	45							
MVPAT	219	133								
64771	Int									
75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Field West Street	Int	28,750	25,000	21,250	17,500	13,750	10,000	6,250	2,500	
1630990	20 Yr	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	35,000
Chubb's Brook	Int	19,381	17,381	15,381	13,381	11,381	10,181	8,981	7,781	6,581
774,000	20 Yr	73,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Raymond Farm Drainage	Int	24,500	24,500	24,000	23,500	23,000	22,500	22,000	21,500	21,000
1637940	20 Yr	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
North Beverly Brook	Int	76,790	70,290	63,790	57,290	50,790	44,290	37,790	31,290	24,790
3,708,000	20 Yr	43,000	43,000	43,000	43,000	43,000	43,000	43,000	43,000	43,000
Rainbow St. Sewer	Int	33,613	33,613	33,613	33,613	33,613	33,613	33,613	33,613	33,613
1,250,000	28 Yr	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Cove Area Sewer	Int	35,406	33,596	31,806	30,006	28,206	26,406	24,606	22,806	21,006
1,250,000	28 Yr									
<b>TOTAL EXISTING SEWER DEBT SERVICE</b>	<b>683,561</b>	<b>656,899</b>	<b>639,870</b>	<b>570,690</b>	<b>551,340</b>	<b>532,790</b>	<b>515,690</b>	<b>493,590</b>	<b>446,690</b>	<b>317,540</b>

## PROPOSED DEBT SERVICE BY FISCAL YEAR

Project	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
short term interest										
WVWPAT	283,833	283,833	283,833	283,833	283,833	283,833	283,833	283,833	283,833	283,833
3,500,000	Int	137,500	137,500	137,500	137,500	137,500	137,500	137,500	137,500	137,500
<b>TOTAL PROPOSED SEWER DEBT SERVICE</b>	<b>390,833</b>	<b>390,833</b>	<b>380,333</b>	<b>369,833</b>	<b>359,333</b>	<b>348,833</b>	<b>338,333</b>	<b>327,833</b>	<b>317,333</b>	<b>306,833</b>

Project	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>COMBINED DEBT SERVICE</b>	<b>683,561</b>	<b>1,047,732</b>	<b>1,020,203</b>	<b>940,523</b>	<b>910,673</b>	<b>881,623</b>	<b>854,023</b>	<b>821,423</b>	<b>764,023</b>	<b>624,373</b>

## BEVERLY GOLF AND TENNIS FUND CAPITAL EXPENDITURE PLAN EXISTING DEBT SERVICE REQUIREMENTS BY FISCAL YEAR

Project	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Veranda										
306,000 10 YR	31,000	30,000	-	-	-	-	-	-	-	-
Prm	1,570	450	-	-	-	-	-	-	-	-
Int	-	-	-	-	-	-	-	-	-	-
Building/Course Improvements										
400,000 15 YR	95,000	95,000	95,000	109,000	123,000	137,000	151,000	165,000	179,000	193,000
Prm	16,875	12,125	12,125	14,000	15,500	17,000	18,500	19,500	20,500	21,500
Int	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
G&T Handicap Renovations										
500,000 20 YR	12,594	11,344	10,094	8,844	7,594	6,844	6,094	5,344	4,594	3,844
Prm	-	-	-	-	-	-	-	-	-	-
Int	12,594	11,344	10,094	8,844	7,594	6,844	6,094	5,344	4,594	3,844
<b>TOTAL EXISTING BG&amp;T DEBT SERVICE</b>	<b>181,989</b>	<b>173,919</b>	<b>137,469</b>	<b>136,344</b>	<b>32,594</b>	<b>31,844</b>	<b>31,094</b>	<b>30,344</b>	<b>29,594</b>	<b>28,844</b>

## PROPOSED DEBT SERVICE BY FISCAL YEAR

Project	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Telephone Rehabilitation										
200,000 20 YR	239,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Prm	225,000	218,750	218,750	218,750	218,750	218,750	218,750	218,750	218,750	218,750
Int	14,000	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250
<b>TOTAL PROPOSED BG&amp;T DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>475,000</b>	<b>463,750</b>	<b>452,500</b>	<b>441,250</b>	<b>430,000</b>	<b>418,750</b>	<b>407,500</b>	<b>396,250</b>
<b>COMBINED DEBT SERVICE</b>	<b>181,989</b>	<b>173,919</b>	<b>612,469</b>	<b>600,094</b>	<b>485,094</b>	<b>473,094</b>	<b>461,094</b>	<b>449,094</b>	<b>437,094</b>	<b>425,094</b>

Note: Potential Debt Service represents the value of a \$5M borrowing. The project cost and its feasibility is still yet to be determined.

## Beverly Charter Review Committee

Timothy Flaherty, Chairperson  
 Stacy Ames  
 Hannah Bowen

Julie DeSilva  
 Richard Dinkin  
 Michael Pinciario

February 18, 2022

The Honorable Beverly City Council  
 191 Cabot Street  
 Beverly, Ma. 01915

Dear Honorable Beverly City Council:

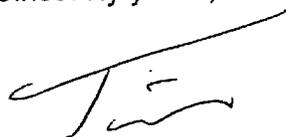
On behalf of the Beverly Charter Review Committee, I herewith respectfully submit for your consideration and review proposals for modifications regarding the Beverly City Charter. Attached with this cover letter are two reports. The first document is a clean version of the recommendations of the Committee including an Executive Summary. The second is a red-line document which assists the reader to easily understand the various proposed modifications.

In early 2021, the Beverly City Council established this Committee with the expressed purpose of reviewing, modernizing, and updating the Beverly City Charter. The Committee has been meeting for over a year considering numerous issues. The Committee has also held a virtual public hearing, due to Covid-19 considerations, where citizens gave their input in several areas. Finally, several public officials and others have either visited or been invited to our numerous meetings providing their feedback and advice. We as a Committee wish to thank everyone who has assisted us in our discussions.

We respectfully request that the City Council initiate appropriate action on this matter, including but not limited to establishing a public hearing for citizens to weigh in as necessary. I, the Collins Center, and the Charter Review Committee members plan on attending any and all meetings to assist the Council in your review of this matter.

We would like to extend a special note of appreciation to our consultant, Marilyn Contreas from the UMASS Collins Center, our City Solicitor Stephanie Williams, and City Council Budget/Management Analyst Gerry Perry for their assistance throughout our deliberations. Arrangements have been made to have Ms. Contreas attend the appropriate City Council meetings during your review as a resource moving forward.

Sincerely yours,



Timothy Flaherty, Chairperson  
 Beverly Charter Review Committee

CITY OF BEVERLY  
 RECEIVED AND RECORDED  
 CITY CLERK  
 2022 FEB 24 AM 9:11

**CITY of BEVERLY**  
**COMMUNITY PRESERVATION COMMITTEE**

191 Cabot Street  
 Beverly, Massachusetts 01915  
 Phone (978) 921-6000  
 Fax (978) 921-6187



*Mayor Members*

*Michael P. Cahill Robert Buchsbaum Nancy Marino Chairperson Thomas Bussone, II Marilyn  
 McCrory Heather Richter Christy Edwards Wendy Pearl Vice Chairperson  
 Derek Beckwith*

February 24, 2022

Julie R. Flowers, President  
 Beverly City Council  
 Beverly City Hall, 191 Cabot Street  
 Beverly, MA 01915  
 c/o List Kent, Beverly City Clerk

CITY OF BEVERLY  
 RECEIVED AND RECORDED  
 CITY CLERK'S OFFICE  
 2022 FEB 24 P 3:28

RE: Community Preservation Committee-  
 Ninth (9<sup>th</sup>) Round CPA Project Funding Recommendations

Dear President Flowers and Members of the City Council:

The Community Preservation Committee (CPC) has concluded its Ninth (9<sup>th</sup>) funding round, which was launched in late September of 2021. The CPC has voted to recommend five (5) applications for funding. We wish to thank all applicants for their interest in pursuing CPA funds and express our gratitude for the opportunity to play a role in supporting the critical projects described below.

The CPC is pleased to submit funding recommendations for the following five (5) projects, totaling \$780,294.00 (nine hundred and eighty thousand and two hundred and ninety-four dollars) in CPA funds and leveraging \$24,226,537.00 (twenty-four million and two hundred and twenty-six thousand and five hundred and thirty-seven dollars) from other funding sources:

- City of Beverly's Planning and Development Department's Historic Resources Survey of the residential neighborhood located between Cabot and Rantoul Streets
- City of Beverly's Planning and Development Department's pursuit of a National Register of Historic Places nomination for Lynch Park
- City of Beverly's Parks and Recreation Department's reconstruction of tennis courts at Kimball-Haskell (Cove) and Cahill Parks
- Harborlight Community Partners construction of thirty-nine (39) affordable rental units at Anchor Point II
- Historic Beverly's Hale Farm revitalization continued.

All recommended projects are subject to the terms and conditions imposed by the Community

Preservation Committee, as noted below and through anticipated Grant Agreements (GA) or Memorandums of Understanding (MOU) or other documents, as is appropriate. The following conditions are common to all recommended projects:

1. Projects financed with Community Preservation Act funds must comply with all applicable State and municipal requirements. CPA funds are administered and disbursed by the City of Beverly.
2. Project oversight, monitoring, and CPA fund control will be carried out as required in project Memorandums of Understanding/Grant Agreements or other such documents. 3. The CPC will require project status updates from recipients and back up invoices for any CPA fund disbursement requests.
4. All projects will be required to credit CPA funding in their promotional material and, where appropriate, with exterior signage.

The CPA applications relative to the five (5) projects referenced earlier in this document are available online via the Community Preservation Committee's web page at <https://www.beverlyma.gov/409/Community-Preservation-Committee>. Requests for hard copies of these documents or any questions may be submitted to Denise Deschamps, staff for the CPC, via email at [ddeschamps@beverlyma.gov](mailto:ddeschamps@beverlyma.gov)

As you are aware, pursuant to Massachusetts General Law, a public hearing must be scheduled prior to any City Council vote taken on the attached order.

Respectfully Submitted by: Beverly Community Preservation Committee

- Chair Heather Richter, At-large Representative
- Vice Chair Derek Beckwith, Planning Board Representative
- Robert Buchsbaum, Conservation Commission Representative
- Thomas Bussone, II, Housing Authority Representative
- Christy Edwards, At-Large Representative
- Nancy Marino, Parks & Recreation Commission Representative
- Marilyn McCrory, Open Space & Recreation Committee Representative
- Wendy Pearl, Historic District Commission Representative

Attachments

- cc: Michael P. Cahill, Mayor
- Bryant Ayles, Finance Director
- Stephanie Williams, City Solicitor
- Darlene Wynne, Director, Planning and Development Dept.
- Denise Deschamps, Economic Development Planner, Planning and Development Dept.
- Danielle M. Spang, Esq. (appointed At-Large Representative of the Beverly Community Preservation Committee
- File

**Summary Chart**  
**Beverly Community Preservation Committee Recommendations**  
**For CPA Funding Round #9**

CPC Project #	APPLICANT	PROJECT DESCRIPTION	CPA CATEGORY	CPA Funding Recommendation	Total Project Cost
R9-1	City of Beverly Planning and Development Department	Historic Resources Survey of residential neighborhood located between Cabot and Rantoul Streets	Historic	\$20,000.00	\$40,000.00
R9-2	City of Beverly Planning and Development Department	Pursue a National Register of Historic Places nomination for Lynch Park	Historic	\$10,000.00	*\$16,000.00
R9-3	City of Beverly Parks and Recreation Department	Reconstruction of tennis courts at Kimball Haskell (Cove) and Cahill Parks	Recreation	\$250,000.00	\$600,000.00
R9-4	Harborlight Community Partners	Construction of Anchor Point II	Community Housing	\$400,000.00	\$23,235,934.00
R9-5	Historic Beverly	Hale Farm Revitalization (cont'd)	Historic	\$100,294.00	\$134,603.00
	Total CPA Funds Recommended for Ninth (9 <sup>th</sup> ) Round FY22			\$780,294.00	\$24,026,537.00

· For further detail see page 5 (section m) of the application.

**Re: City Council Votes**

*Letter to Beverly City Council*

*RE: Community Preservation Committee Ninth (9th) Round CPA Project Funding Recommendations*

*February 24, 2022*

*Page 3 | 4*

**Community Preservation Committee Project Funding Recommendation, Funding  
Round 9, FY22  
Submitted to the City Council February 24, 2022**

**Historic Resources Survey**

To appropriate \$20,000.00 (twenty thousand dollars) to the City of Beverly Planning and Development Department for the purpose of conducting an historic resources survey of the residential neighborhood located between Cabot and Rantoul Streets. Said appropriation shall consist of \$20,000.00 (twenty thousand dollars) from the CPA Historic Resources fund balance.

**National Register of Historic Places nomination for Lynch Park**

To appropriate \$10,000.00 (ten thousand dollars) to the City of Beverly Planning and Development Department for the purpose of pursuing a National Register of Historic Places nomination for Lynch Park. Said appropriation shall consist of \$10,000.00 (ten thousand dollars) from the CPA Historic Resources fund balance.

**Three tennis courts to be located at Kimball-Haskell (Cove) and Cahill Parks To**

appropriate \$250,000.00 (two hundred and fifty thousand dollars) to the City of Beverly's Parks and Recreation Department for the purpose of reconstructing three existing tennis courts, two of which are located at the Kimball-Haskell (Cove) Park and one tennis court located at Cahill Park. Said appropriation shall consist of 250,000.00 (two hundred and fifty thousand dollars) from the CPA Undesignated Fund balance.

**Construction of Anchor Point II**

To appropriate \$400,000.00 (four hundred thousand dollars) to Harborlight Community Partners for the purpose of constructing 39 units of new, affordable, rental housing to be located at the intersection of Tozer and Sohier Roads. Forty-one percent (41%) of the units will be reserved for homeless families, at or below fifty percent (50%) AMI, with all units affordable to households at or below sixty percent (60%) AMI. The term of affordability is 45 (forty-five) years. Said appropriation shall consist of \$140,571.00 (one hundred and forty-thousand and five hundred and seventy-one dollars) from the CPA Community Housing Reserve and \$259,429.00 (two

hundred and fifty-nine thousand and four hundred and twenty-nine dollars) from the CPA Undesignated Fund balance.

**Hale Farm Revitalization (continued)**

To appropriate \$100,294.00 (one hundred thousand and two hundred and ninety-four dollars) to Historic Beverly for the purpose of continuing the restoration of the landscape at Hale Farm, located at 39 Hale Street. Restoration will include replacement of the existing chain link fence with historically appropriate fence, extension of the stone wall, reinstallation of porch railing, reinstallation of picket fence, and several plantings. Said appropriation shall consist of \$100,294.00 (one hundred thousand and two hundred and ninety-four dollars) from the Historic Resources fund balance.

*Letter to Beverly City Council*

*RE: Community Preservation Committee Ninth (9th) Round CPA Project Funding Recommendations*

*February 24, 2022*

*Page 4 | 4*



City of Beverly  
 Community Preservation Committee  
 c/o Planning and Development Department  
 Beverly City Hall, 191 Cabot Street  
 Beverly, MA 01915

Staff Contact: Denise Deschamps Email: [d-deschamps@beverlyma.gov](mailto:d-deschamps@beverlyma.gov) Phone: 978-605-2356  
 CPC Website: <https://ma-beverly.civicplus.com/409/Community-Preservation-Committee>

**2021-2022 CPA PROJECT FUNDING APPLICATION**

**Deadline:** Ten double-sided copies and one electronic copy in PDF format of the application and supporting materials must be submitted on or before Noon on Tuesday January 11, 2022 to the address above.

**Section 1: General Information**

Project Title: Hale Farm Revitalization (continued) Date: 1/5/22  
 Project Location/Address: 39 Hale Street

Name of Applicant: <u>Sue Goganian</u> Organization: <u>Historic Beverly</u> Contact Person: <u>same</u> Mailing Address: <u>117 Cabot Street Beverly</u> Telephone: <u>978-922-1186 x 204</u> Email: <u>sgoganian@historicbeverly.net</u>	<b>NAME OF OWNER IF DIFFERENT FROM APPLICANT</b> Name of Owner: _____ Mailing Address: _____ Telephone: _____ Email: _____
---	--

**Section 2: CPA Project Category and Purpose**

Please CHECK all CPA Categories and Purposes that you believe apply to this project. Refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes:

CPA CATEGORY: OPEN SPACE	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration**

CPA CATEGORY: RECREATION	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY: HISTORIC RESOURCES	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Preservation
<input checked="" type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY: COMMUNITY HOUSING	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Support
<input type="checkbox"/>	Rehabilitation/Restoration**

\*\*If acquired with CPA funds

### Section 3: Budget and Funding Request Summary Information

Total Project Cost: \$ 134,603 CPA Funding Request: \$ 100,294

CPA Funding Request as percentage of Total Project Cost: 75

### Section 4: Project Narrative

Please attach a detailed project narrative that addresses each of the following items. The narrative should not exceed 5 typed pages. Double-sides copies would be appreciated. The Community Preservation Fund Allowable Spending Purposes Chart and General and Category Specific Evaluation Criteria can be found in the 2021-2022 CPA Round 9 Application Process Information and Instructions document.

- a. **Project Description and Goals:** Please provide a thorough description of the project. What will the project accomplish? What goals will the project achieve?
- b. **CPA Eligibility:** Please describe how the project complies with the project categories and purposes you selected in Section 2. Please refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes.
- c. **General and Category Specific Evaluation Criteria:** Please identify the General and Category Specific Evaluation Criteria that this project addresses. Briefly describe how your project addresses the criteria you have identified. Preference will be given to proposals that address multiple criteria.
- d. **Community Need and Public Benefit:** Please describe why the project is needed and how the community will benefit from this project. When developing your answer consider who in the community will directly benefit from the completed project and what resources will be protected because of this project.
- e. **Applicant/Organization Background:** Please provide a brief description of the applicant/organization's profile and project history. Explain the applicant/organization's ability and capacity to undertake and successfully execute the project. Where possible, highlight other projects of a similar scope and scale that the applicant/organization has successfully implemented.
- f. **Project Partners:** Please identify any partners involved in this project and describe the specific role the partner will play. Please attach commitment letters from funding partners, including in-kind service providers.
- g. **Public Support:** Please describe any public support or endorsements the project has received from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members. Please attach letters of support or endorsement to demonstrate the public support you have described. Preference will be given to proposals that can demonstrate community support.
- h. **Site Control:** Do you as the applicant/organization currently own or control the project location?
  - If yes, please affirm control of the site in the project narrative and attach documentation that demonstrates ownership or control of the project location (e.g. Purchase and Sale Agreement, option, deed).
  - If no, please describe in detail the Owner's role and responsibilities related to this project. If the applicant/organization does not have site control, the Owner must co-sign the application and provide a written and signed confirmation of their project role and responsibilities.

*[NOTE: If the property is owned or the project must be managed by the City of Beverly or another public entity, then Massachusetts General Laws related to procurement (purchasing) and federal health and labor standards apply. Please refer to Section VI. In the 2021-2022 CPA Round 9 Application Process Information and Instructions document for detailed information. It is important to understand these requirements as they may impact your budget and project schedule.]*

- i. **Feasibility:** List and explain all actions or steps that will be required for completion of the project (e.g. 21E environmental assessments; zoning, planning board, conservation commission permits and/or approvals; easements or restrictions; subordination agreements; etc.).
- j. **Maintenance and Long-Term Preservation:** What type of ongoing maintenance and upkeep will be required once the project is complete? Please identify the individual or entity that will be responsible for these activities and include detailed maintenance costs, if applicable, and funding and revenue sources, if any. Explain any specific guarantees that will assure long-term preservation of the project.
- k. **Maps and Visual Materials:** Please attach plans, maps, photos, architectural drawings, specifications, or any other visual aids to help describe the project to the Committee (e.g. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans, etc.).

#### Section 5: Project Budget

Please complete the Project Budget Form on Page 5 of this application.

- Under "Sources of Funding" identify all sources of funding you are pursuing for this project. Indicate the amount and status of each identified funding source (i.e. secured, requested, in-kind), including CPA funding.
- Please attach award letters, notifications, or letters of commitment for secured funding sources and in-kind service providers.
- Under "Itemized Project Expenses" itemize all expenses associated with the project. Identify the amount of each expense and indicate if CPA funds will directly fund that expense.
- "Total Project Funding" should match "Total Project Cost".
- It is IMPORTANT to attach supporting documentation to substantiate identified costs. Applicants must obtain and attach professionally prepared quotes for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.
- For Community Housing projects please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

#### Section 6: Project Schedule

Please complete the Project Schedule Form on Page 6 of this application.

- Identify and describe each significant step of the project, noting all project milestones, the date on which the step of the project will commence, and the anticipated project completion date.

**Section 7: Additional Information**

If applicable and appropriate, additional information or supporting documentation should also be attached. If supporting documents total 10 pages or more, an electronic copy (PDF) of said documents must be provided. Supplemental information may include, but not be limited to:

- Natural resource features
- Historic structure report or existing conditions report
- For "Historic Resources" projects ONLY, the applicant must obtain a Determination of Historic Significance from the Beverly Historic District Commission.
- For projects involving construction, restoration, or rehabilitation, please include evidence that appropriate professional standards will be followed.
- Any other information the applicant considers important or useful in the Committee's evaluation of the proposal.

**Section 8: Required Applicant/Owner Signatures**

I, the applicant, certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant's Signature: *Suzanne Hyman* Date: 1/5/22

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO WHICH CPA FUNDING WOULD BE APPLIED THEN THE OWNER MUST ALSO SIGN THIS APPLICATION.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If Different from Applicant)

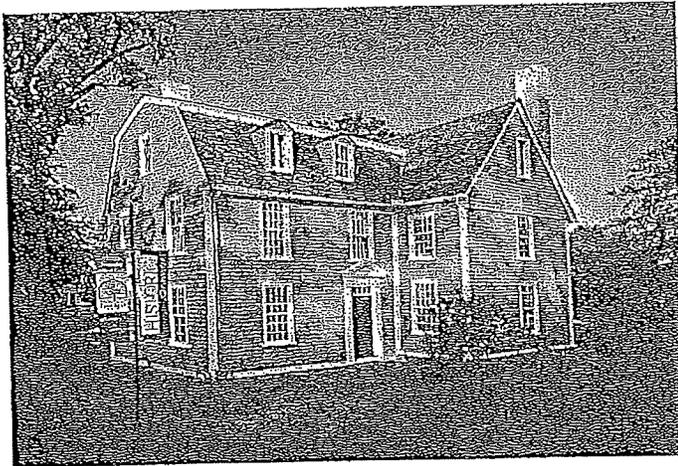
### Restoration/Rehabilitation of Hale Farm Landscape

As part of a multi-year plan described below, Historic Beverly is requesting \$100,294 in Community Preservation Act Funding for the third phase of the restoration and rehabilitation of the landscape. The goal of this project is to provide increased programming both inside the house and on the property, and a welcoming open-air interpretive experience based on the property's history that can be enjoyed by all at any time. The plan is intended to provide the feeling of the Bancroft landscape in the reduced acreage, rather than an exact replication of the original, which would not be appropriate for the current property size and modern application.

This phase will include:

- Extension of the stone wall on the west side to the existing gate to emphasize the formal approach to the property and reconstruct the feeling of the walled property of the Bancroft family
- Replacement of all other existing metal fence with flat rail fence, including gates
- Repair and reinstallation of existing 19<sup>th</sup> century rear ell porch railing
- Reinstallation of picket fence from Hale Street sidewalk to main entrance
- Planting of 5 larch and 1 elm to replace diseased trees removed earlier in the project
- Site work associated with above

Note that we will raise private funds for the trees and cost for planting. The larch groves will memorialize the volunteers who dedicated their time to Hale over many years, and the elm to late volunteer Ed Brown, who made a significant gift to the endowment fund for the property.



Nominated to the National Register of Historic Places in 1983, Hale Farm is significant for architecture as well as association with persons important in American history. While the house itself maintains a high degree of integrity, the landscape retains only those characteristics which time has not erased: a number of specimen trees. Fortunately, the original acreage of the site associated with the National Register designation is intact, with no intrusions or alterations.

Historic Beverly seeks to restore elements of the landscape and related architectural features associated with the Thomas and Robert Bancroft periods of the late 19<sup>th</sup> / early 20<sup>th</sup> century periods (1850 – 1937), using

the property's master plan for guidance. Restoring these specific elements, including those architectural elements that connect the house to the landscape, and the new interpretive signage will allow Historic Beverly to revive the neglected landscape in a historically appropriate manner, providing opportunities for interpretation consistent with changes to the house during the same period.

Further, Historic Beverly seeks to improve the visual quality of the landscape for the benefit of the surrounding community, and to implement programming within the restored landscape that will accommodate and engage the community through a variety of uses, such as passive exercise and recreation, community gardening and cultural events. Historic Beverly believes these efforts is transforming the Hale Farm landscape into a vital contributing resource to the community.

In pairing historic restoration with rehabilitation to accommodate contemporary uses, Historic Beverly will adhere to the National Park Service's *Guidelines for the Treatment of Cultural Landscapes*. Recent research efforts have supported existing documentation, to fulfill the requirements of the Secretary of the Interior's Standards for the Treatment of Historic Properties.

The landscape revitalization began in 2017 and is still ongoing. It included the removal of inappropriate or diseased trees and vegetation; the reconstruction of the main pathway from Hale Street to the front door of Hale House, the installation of ADA compliant pathways around the property, reconstruction of the south terrace and south deck, interpretive signage, a planting plan, and the first phase of plantings.

### Hale Farm History

The house was originally the home of the Reverend John Hale, founding minister of the First Church at Beverly. John Hale played a role in the 1692 Salem Witchcraft trials and is remembered for the book he wrote about that episode, *A Modest Enquiry into the Nature of Witchcraft*. Reverend Hale served as Beverly's pastor until his death in 1700. The house was then occupied by the families of his son, Dr. Robert Hale, and grandson, Colonel Robert Hale. After Colonel Hale's death in 1767, the property passed to his Ives and Bancroft descendants. For almost 70 years it was leased to tenant farmers who lived in the house and farmed the lands.

In 1844 Thomas Poynton Bancroft, a wealthy Boston cotton merchant, decided to convert his Beverly property into a summer estate. His son, Robert Hale Bancroft established formal gardens, imported and planted the English beech trees which for a long time were a feature of the grounds, and compiled for his children a written history of the house which provides valuable information on when early alterations and projects were undertaken. He died in 1918.

During that period, the city acquired the coastline portion of the property, which is now Dane Street Beach. In the 1930s, Hale Farm was featured in *Gardens of Colony and State* by the Garden Club of America. That publication, and others, are important resources for Historic Beverly's plans for restoring and rehabilitating the property. Surrounding parts of the former estate were sold for development; sections of the large stone wall that once outlined some of the property still can be found running behind the homes on Bancroft Avenue down to Lovett Street.

In 1937, Robert Bancroft's daughter Eleanor Bancroft sold the house to the Beverly Historical Society; approximately one-third of an acre, containing the three old beech trees, was sold separately to the Beverly Improvement Society, which later conveyed that lot to the Historical Society. The house first opened for tours in the summer of 1938 and remains open to convey its rich history to new generations of visitors.

Historic Beverly is basing its preservation plans on a 2012 Conservation Assessment Plan, an earlier Historic Structures Report (a comprehensive preservation plan created by Finch & Rose in 2003 and a master plan and planting plan (funded by CPA) by landscape historian Pamela Hartford. All plans have been previously sent to the CPC. From those reports, and discussions with the Building and Grounds Committee and outside experts, we created a plan to restore Hale Farm as much as possible to the period of Bancroft occupancy, for which there is significant documentation.

The multi-year plan for Hale Farm includes the following:

**Phase One: Landscape Interpretive Plan and Masonry Repair--completed**

**Phase Two: Exterior Structure Restoration and Repair--completed**

This included window restoration, sill repair, gutter replacement, repair of the main door and entranceway, repair or replacement of rotted clapboards and other building elements.

**Phase Three: Landscape Restoration and Interpretation—in process**

In 2017 and 2018, Beverly's Community Preservation Committee funded the first phase of Historic Beverly's efforts to restore the Hale Farm Landscape to its late nineteenth/early twentieth century appearance, consistent with the period of interpretation of the Hale House. The funding supported the development of a master plan, initial site work, and the development of a stewardship plan to support long-term management and maintenance of the landscape. Previous work involved the removal of all inappropriate and unwanted vegetation, the installation of ADA compliant pathways, and the reconstruction of the south terrace porch and south deck. The historic rose bed

was replanted and will eventually include a sundial to replace the original; perennial beds were also installed/revitalized around the house.

#### **Phase Four: Remaining Structural Elements**

The final phase of exterior will include reinstallation of the historic shutters, rebuilding the balustrade over the bay window and replacement of the terrace surface with an ADA compliant solution.

#### **CPA Eligibility, Community Need**

This project meets the General and Category Specific Evaluation Criteria as established by the CPC in the Historic Resources category, specifically Preservation, Rehabilitation and Restoration. The rehabilitation and repair work will comply with Federal Standards for the care of historic landscapes, and will enable Historic Beverly to continue to preserve this important property, improve its function, allow safe access for the public, and implement an interpretive plan that will benefit both local residents and tourists interested in colonial history. This one-acre green space within a few blocks of Cabot Street is rare within an urban downtown area.

Hale Farm is listed on the National Register for its association with Reverend Hale, and its use over three centuries as the home of the first minister of Beverly, an important site in the witchcraft era, an agricultural property managed by tenant farmers, and a summer home for descendants of Hale, provides a wonderful setting to interpret the rich history of Beverly.

A residential neighborhood has grown up around Hale Farm on the land that once belonged to the family. The property is now a green space open to abutters, and available to everyone to enjoy (there is only partial fencing around the yard). In addition to providing open space close to downtown Beverly, the presence of the house has a positive impact on real estate values and is a reminder of Beverly's rich history.

Historic Beverly has created a multi-year plan to restore the house and property. The need for outdoor programming space during the pandemic led to robust activity over the last 18 months, including concerts, festivals and live theater. Partnerships formed during this time will continue, and we will increase programming both inside the house and on the property, and provide a welcoming open-air interpretive experience that can be enjoyed when the house is not staffed. Historic Beverly formed a neighborhood friends group that was involved in planting and maintenance in 2021. Many of the abutters have expressed interest in funding and installing replacement trees and sections of the border plantings.

#### **About Historic Beverly**

The mission of Historic Beverly, founded in 1891, is to share Beverly's history with everyone through our collections which encompass 3 houses, 5 centuries and 1000s of stories. With a small staff, dedicated group of trustees, and enthusiastic volunteers, Historic Beverly cares for three historic properties and a collection of nearly a million objects and documents, offers research services, guided tours and a robust series of events each year, including lectures, walking tours, school programming, and special events. The preservation of our properties and collection is a key part of our mission and an ongoing activity that is challenging for a small institution. As Historic Beverly strengthens its finances and community support to ensure a sustainable future for its sites and collections, it is undertaking multi-year comprehensive preservation projects. Balch descendants are funding much of the work on that property. In 2022, we will complete a major HVAC project at the Cabot House, which we accelerated due to the need for improved ventilation because of the pandemic.

#### **Public Support**

Hale Farm is situated in a residential area, so support from neighbors is vitally important. Historic Beverly is fortunate to have many Beverly residents who support both the organization and the revitalization of Hale Farm and the events held there. In the past year, the property has hosted programming by The Cabot, professional theatre by Lanes Coven Theater Company, performances by North Shore Players, a Fall Festival that featured local businesses and nonprofits, First Parish Church services, Girl Scout meetings, and one of many Reading Frederick Douglass events held across the Commonwealth. People visit daily to walk the paths and read the interpretive signs.

All work on the property receives the approval of the Historic District Commission. Support letters from neighbors and others are attached; more are forthcoming.

#### Site Control

Historic Beverly owns the property, see attached document detailing transfer from Bancroft family in 1937.

#### Feasibility

Preparation for this project is relatively simple.

- Discussion with Historic Beverly's Board of Trustees and Building and Grounds committee, with guidance from the previously mentioned plans and reports, and the master plan from Pamela Hartford. Historic Beverly is committed to the successful and appropriate completion of this phase of the project.
- Approval from Beverly Historic District Commission and Mass. Historic Commission for proposed work
- There is ample room within the boundaries of the property for parking of construction vehicles, so there should be little impact on the neighborhood.

Historic Beverly's strategic plan, which is a guide for all major endeavors, places great emphasis on restoration of our three historic properties, and ongoing, adequate maintenance. The organization is committed to this project and will ensure that all necessary work is completed.

#### Maintenance and Long Term Preservation

As part of Historic Beverly's strategic plan, the Building and Grounds Committee developed a realistic and appropriate maintenance schedule for Hale Farm, which will be implemented once the multi-phase project described above is complete. Although currently supported by operating funds, dedicated endowments for the properties have been established to supplement the funds raised annually. The endowment for our smallest property, the Balch 4<sup>th</sup> Century Fund, was launched in 2014 with a significant pledge from a Balch descendant. The Edward R. Brown Fund for Hale Farm was established in 2016; as of this writing we have reached \$100,000.

**2021-2022 CPA PROJECT FUNDING APPLICATION**  
**Project Budget Form**

Project Title: Hale Farm Revitalization  
 Applicant Contact Person: Sue Goganian  
 Applicant Organization: Historic Beverly

SOURCES OF FUNDING			
Source	Amount	Percentage of Total Project Funding	Status (i.e. secured, requested, in-kind)
Community Preservation Act Fund	\$100,294	75	requested
Private fundraising	\$ 11,500	9	requested
HB operations budget	\$ 19,809	16	secured
<b>Total Project Funding:</b>	<b>\$ 134,603</b>		

ITEMIZED PROJECT EXPENSES - TOTAL PROJECT COST		
Expense	Amount*	To be funded by CPA? Y/N Please refer to the "Allowable Spending Purposes" chart
Stone Wall	\$32,524	Y
Fencing	\$62,770	Y
Porch Railing <sup>1</sup>	\$ 5,000	Y
Site prep	\$ 3,000	Y
New trees (incl. installation)	\$11,500	N
Project management	\$19,809	N
<b>Total Project Cost:</b>	<b>\$ 134,603</b>	

<sup>1</sup> Verbal estimate from David Webb, Architectural Preservation

\* Applicants must obtain and attach professionally prepared quotes for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.

For Community Housing projects: Please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

**2021-2022 CPA PROJECT FUNDING APPLICATION**  
**Project Schedule Form**

Project Title: Hale Farm Revitalization  
 Applicant Contact Person: Sue Gogonian  
 Applicant Organization: Historic Beverly

Please provide a project timeline below. Identify and describe each significant step of the project, noting all project milestones, the date on which this step of the project will commence, and the anticipated project completion date.

	Estimated Date	Activity
Project Start	3/1/2022	Site prep for tree planting
	4/15/2022	Tree planting
Project Milestone	6/1/2022	Site prep (removal of vegetation impeding fence removal)
	6/30/2022	Stone wall and front picket fence
50% Completion	7/5/2022	Ell railing reinstalled
Project Milestone	7/5/2022	Begin rail fence installation
Project Completion	8/15/2022	

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*



Application for Determination of Historic Significance

City of Beverly, Massachusetts
Historic District Commission
City Hall, 191 Cabot Street, Beverly, MA 01915

Table with 2 columns: Field Name and Field Value. Fields include Project Proponent, Name of Project, Historic Name of Property, Address of Project, Year built, and Source for year built.

Please submit six copies of this cover sheet and six copies of the following supporting materials:

□ If listed on the State Register of Historic Places, a copy of the State Register of Historic Places or the Massachusetts Cultural Resource Information System (MACRIS) database showing the property name, address and listing status.

OR (if not listed on the State Register of Historic Places) all of the following:

□ If available, a copy of the Massachusetts Historical Commission (MHC) Inventory Form²

X A brief statement describing how the property is significant in the history, archaeology, architecture or culture of Beverly (no more than 500 words)

□ Color photographs of the project property (no more than 5) B/W sent

For Official Use Only:

Date received: 3/23/16 BHDC Meeting date: 3/23/16

DETERMINATION

The Beverly Historic District Commission hereby certifies that:

□ The property is listed on the State Register of Historic Places

☑ The property has been determined by the BHDC to be significant in the history, archaeology, architecture or culture of Beverly. Meeting date: 3/23/16

□ The property is not historically significant. Meeting date:

Signed:

Handwritten signature of a representative of the Historic District Commission.

Date:

Handwritten date: 3/23/16

Salem Registry of Deeds Index Book Record of sale of Hale Farm to Beverly Historical Society. 1937 Legal References (and both deeds attached) Book 3117/Page 137 and Book 3218 and 327. Total 5 pages

371

Date of Receipt	GRANTOR	GRANTEE	Instrument	Book	Page	Town where Land lies	DESCRIPTION
1886 Mar. 9	BARCLAY P. BISHOP	Marietta K. Jones	Wife.	1184	128	Saugus	Parcel on Beach Av.
1887 Dec. 27	"	Walter L. C. Ellis	Deed	1213	463	"	"
1927 Aug. 6	Elizabeth G. ( & Plan )	Beverly Historical Society	"	3117	137	Beverly	Hale St.
"	"	Mary E. Bell	"	3225	269	"	" 26; 661 sq. ft.
"	"	St. Peter's Church, Beverly, Soc. of Friends & Fellowship of Beverly Chapter of Concord Inc.	"	327	"	"	Ocean St. Parcel Parcel B & Parcel "Misses H. M. & H. M. 3d Fl. 12
1938 July 29	"	"	"	3220	330	"	Hale St. & Bancroft Av. Lot 1.
1939 Apr. 21	" et al	George F. Hammond et ux	Wife.	3128	468	"	Bancroft Av. to & Iron Works St.
1940 July 1	"	Mary M. Burns et al	Deed	3166	54	"	" Lot 2 Fl. B; 68 Fl. 89
1940 June 6	"	Beverly Historical Society	"	3218	327	"	" " 2 " 2 " 4 "
"	"	Martha T. Foscutt	"	"	327	"	" " 4 Lovell St. Lot E Fl. 8, 68 Fl. 89
"	"	George F. Hammond et ux	"	3221	113	"	" Lot 3 Fl. E. 68 Fl. 89 & adjacent
"	"	John E. Cliver	"	3221	588	"	Lovell St. & Bancroft Av. Lot 9 Fl. B, 68 Fl. 89
"	"	Frederick Lederman	"	3222	96	"	1st Lovell St. 2d Bancroft Av. & Lovell St. 1011 } 6 & 7 Fl. B; 68 Fl. 89
"	"	Thompson E. Thomas et ux	"	3221	322	"	Bancroft Av. Lot 5 Fl. B, 68 Fl. 89
"	"	Benjamin H. Rowden et ux.	"	3226	4	"	Lovell St. Lot 10 Fl. B, 68 Fl. 89
"	"	Edward S. Webb et al. Trs.	"	3229	205	"	" & Burns & Hale Sts. & Bancroft Av. Lots 11 & 12 Fl. B, 68 Fl. 89
1901 May. 27	Mathew L. (ex Charles H.)	Wavy Pulney	Discharge	1659	126	"	1st Fl. E. 1627 P. 267.
1906 " 5	"	Gertrude Emery	Deed	1824	205	Lynnfield	Summer St.
1909 Oct. 21	"	Charles R. P. Caldwell	"	1992	27	"	"
1914 June 2	" ( & Plan )	Richard J. Hall	"	2019	261	"	"
"	"	Mitchell T. Chamberlain	"	2038	363	"	"
1911 Jan. 20	"	Charles K. Parsons	"	2065	26	"	"
"	"	Wend A. Hussey	"	2061	306	"	1st Sumner St. - Rd Saugus River
1912 Feb. 9	" et al	Carrie E. Lawrence (ex Harry P.)	"	2229	329	"	Saugus River
1914 Mar. 5	" by Conservator	Charles R. P. Caldwell	M.I. Pl.	2237	327	"	Map. P. 2059 P. 321
"	"	Charles E. Powell et al	Asst.	2306	375	"	" 1623 " 322
"	"	"	"	"	396	"	" 1637 " 318
1916 Mar. 29	" Ex. (Heather)	Merrill S. Harwood	"	2325	325	"	" 2059 " 321
1929 June 20	"	Ed. H. Pope (ex Lewis P.)	Deed	2561	67	Lynnfield	Summer St.
1922 July 10	Miss M. ( & Plan )	Charles E. Davis	"	2520	332	Beverly	1st Lovell & Dana Sts. 2d Lothrop & Dana Sts. } Lots 1, 2, 3 & 4
1923 Mar. 26	"	"	"	2649	330	"	Lothrop St.
1924 Apr. 8	"	"	"	2693	215	"	"
1936 " 22	"	Wendell P. Hopkins	"	2677	71	"	" Area, Lovell & Dana Sts.
1929 Mar. 26	" ( & Plan )	St. Peter's Church, Beverly, Pastor Yarnall & Fellowship of	"	2779	261	"	Hale & Ocean Sts.

(See next page)

3117

137

feet; Southeasterly by Beacon Hill Ave.; seventy-five and 19/100 feet and Southwesterly by land of Stickney, one hundred seven and 31/100 feet. Being lot 23 on Plan of lots of C. O. Bode recorded with Essex So. Dist. Deeds, Bk. Pl. 5, Pl. 17 and lot 28 on Plan of Lots drawn for Edward Hefornan dated June 1893. For title, see deed from Mary H. Clayton to Margaret G. Baker dated May 25, 1914, and recorded with Essex Registry of Deeds, So. District Book 2253, Page 16. Said premises are conveyed subject to a mortgage of \$3000.00 held by the Lynn Five Cents Savings Bank, which the grantee assumes and agrees to pay. The consideration for this deed is less than \$100.00. No revenue stamp required. WITNESS my hand and seal this fifth day of August 1937 Margaret G. McDermott. (seal)  
 COMMONWEALTH OF MASSACHUSETTS Essex ss. Lynn, August 5, 1937 Then personally appeared the above named Margaret G. McDermott and acknowledged the foregoing instrument to be her free act and deed, before me  
 Albert J. Healey. Justice of the Peace.  
 My Commission Expires Oct. 21, 1943.  
 Essex ss. Received Aug. 6, 1937. 54 u. past 1 P.M. Recorded and Examined.

KNOW ALL MEN BY THESE PRESENTS: That I, Eleanor G. Bancroft, of Beverly, Essex County, Massachusetts, being unmarried, for consideration paid, grant to The Beverly Historical Society, an educational society duly organized under the laws of the Commonwealth of Massachusetts and located at said Beverly, with WARRANTY COVENANTS A certain parcel of land containing 25,900 square feet with the buildings thereon situated on the southerly side of Hale Street between Ocean and Dana Streets in said Beverly, with the buildings thereon, shown on Raymond C. Allen's plan dated July 22, 1937 and recorded herewith, and said parcel is bounded and described as follows; viz Northwesterly by Hale Street, one hundred seventy-eight and 75/100 (178.75) feet; Easterly by my other land, one hundred thirty-three and 60/100 (133.60) feet; Southerly by the same, one hundred seventy-seven (177) feet; and Westerly by the same, one hundred fifty-seven and 62/100 (157.62) feet; with all rights, easements, privileges and appurtenances to the granted premises belonging. The Northeastly corner of the granted parcel is distant about two hundred and fifty (250) feet Westerly from the Southeastly corner of Hale and Dana Streets as measured along the southerly side line of Hale Street and the Northeastly and Northwestly corners of the granted premises are marked by "drill holes in wall" as shown on said plan. The granted premises comprise a portion of the first parcel described in two deeds from Cleveland Bigelow, both dated January 1, 1913, one conveying an undivided half thereof to Robert H. Bancroft, recorded with Essex South

Bancroft  
 to  
 Beverly Historical  
 Society  
 One \$5. R. Stamp  
 Documentary  
 Canceled.  
 & Plan

District Deeds, Book 2196, page 250, the other conveying the other undivided half thereof to Eliza M. Bancroft, wife of said Robert H. recorded with said Deeds, Book 2190, page 231. Said Robert H. Bancroft died in Boston on April 27, 1918, seized of said undivided half, the described premises forming a portion of the rest and residue of his estate and by his last will and testament allowed by the Probate Court for the County of Suffolk on May 23, 1918 (see Suffolk Probate Records Case no. 122192) he devised all of said rest and residue to his said wife Eliza M. Bancroft. Said Eliza M. Bancroft died seized of the whole of the granted premises on February 19, 1937 and by Article 3 of her will allowed by the Probate Court for the County of Essex on March 29, 1937 (see Essex Probate Records Case no. 187321) she devised the same (calling it the "Honn Lot") to her daughter, said Eleanor C. Bancroft. And the granted premises are conveyed subject to the taxes for the year 1937 which are to be paid by the Grantor. The building on the granted premises is now numbered 39 Hale Street. WITNESS my hand and seal this 5th day of August, 1937

COMMONWEALTH OF MASSACHUSETTS ) Eleanor C. Bancroft (seal)  
Essex ss. August 6, 1937 Then personally appeared the above-named Eleanor C. Bancroft and acknowledged the foregoing instrument to be her free act and deed, before me, John F. Coughlin Notary Public (Notarial seal)  
My Commission Expires April 13, 1938.

Essex ss. Received Aug. 6, 1937. 22 a. past 3 P.M. Recorded and Examined.

Ridgway  
to  
Marquand  
et ux  
One \$1, One \$2.  
& One \$10  
R. Stamp  
Documentary  
Canceled.  
& Plan.  
See Plan Book 1  
Plan 1

KNOW ALL MEN BY THESE PRESENTS That Clara M. Ridgway, being unmarried, of Atkinson, New Hampshire, for consideration paid hereby grants unto John P. Marquand and Adelaide H. Marquand, of Newbury, in the County of Essex and Commonwealth of Massachusetts, husband and wife, as tenants in common and not as joint tenants or tenants by the entirety, with QUITCLAIM COVENANTS a certain parcel of land with the dwelling house and barn thereon shown on plan entitled "Plan of Portion of Land belonging to Clara M. Ridgway located in WEST NEWBURY, Mass.", dated August 6, 1937, by W. E. Milton, Engineer, bounded and described as follows: Northernly by Main Street two hundred seventy and 82/100 feet; Easterly by other land of the grantor herein not hereby conveyed seventy-two and 67/100 feet; Southernly by said other land of the grantor two hundred eighty-four and 67/100 feet; West-erly by land now or formerly of Bridgee seventy-three and 24/100 feet; con-taining 20,000 square feet of land. Or however otherwise said premises may be bounded or described and be any or all of said measurements or contents more or less. By the acceptance hereof and as part of the consideration herefor the grantee covenant and agree to move said house and barn from

3218

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Office of the County of New York a certified copy of his appointment and qualification as Notary Public for the County of Bronx with his autograph signature; that as such Notary Public, he was duly authorized by the laws of the State of New York to protest notes; to take and certify depositions; to administer oaths and affirmations; to take affidavits and certify the acknowledgment and proof of deeds and other written instruments for lands, tenements and hereditaments, to be read in evidence or recorded in this state; and further, that I am well acquainted with the handwriting of such Notary Public and verily believe that his signature to such proof or acknowledgment is genuine. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Court at the City of New York, in the County of New York, this 4 day of June 1940.

Archibald R. Watson County Clerk and  
Clerk of the Supreme Court (Court seal)

Essex ss. Received June 6, 1940. 31 m. past 1 P.M. Recorded and Examined.

KNOW ALL MEN BY THESE PRESENTS: That I, Eleanor G. Bancroft, of New York, New York, being unmarried, for consideration paid, grant to Beverly Historical Society, of Beverly, Mass., with QUIPCLAIM COVENANTS, A certain parcel of land containing 12,557 square feet situated on the southerly side of the northerly branch of Bancroft Avenue, in Beverly, Essex County, Massachusetts being Lot 20 on "Plan of the Bancroft Estate, Beverly, Mass." dated July 7, 1888, Raymond G. Allen, C. E., recorded with Essex South District Deeds, Plan Book 88, Plan 89, and said parcel is bounded and described as follows, to wit: westerly along the land marked Beverly Historical Society, eighty-five and 46/100 (85.46) feet; southerly along the land marked Beverly Improvement Society, one hundred forty-eight and 50/100 (148.50) feet; easterly along the easterly branch of Bancroft Avenue, sixty and 46/100 (60.46) feet; then thirty-nine and 27/100 (39.27) feet on the curve of the southeasterly corner of Bancroft Avenue; northerly by the southerly line of the northerly branch of Bancroft Avenue, one hundred twenty-three and 50/100 (123.50) feet; The granted premises comprise a portion of the first parcel described in two deeds from Cleveland Bigelow both dated January 1, 1913, one conveying one-half undivided thereof to Robert H. Bancroft recorded book 2190, Page 260, the other conveying the other one-half undivided thereof to Elise M. Bancroft, wife of said Robert H., recorded Book 2190, page 261. Said Robert H. Bancroft died on April 27, 1918 in Boston, seized of said undivided half, the described premises forming a portion of the rest and residue of his estate, and by his last will and testament allowed by the Probate Court for the County of Suffolk

Bancroft  
to:  
Beverly  
Historical  
Society  
One \$1.  
E. Stany  
Documentary  
Canceled.

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On May 23, 1918 (See Suffolk Probate Records Case No. 182192) he devised all of said real and residue to his said wife, Elise M. Bancroft. Said Elise M. Bancroft died seized of the whole of the granted premises on February 19, 1937 and by Article 3 of her will, allowed by the Probate Court for the County of Essex on March 29, 1937 (See Essex Probate Records Case No. 187321) she devised the same (calling it the "Hess Lot") to her daughter said Eleanor C. Bancroft. And premises are conveyed subject to the restrictions set forth in deed from me to the Beverly Chamber of Commerce, Inc., dated July 14, 1928 and recorded with said Deeds, Book 3150, Page 550; subject also to taxes for the current year, which are to be apportioned between the grantor and the grantee. WITNESS my hand and seal this 15th day of April, 1940, having affixed and cancelled the stamps required.

STATE OF NEW YORK County of New York ss: ) Eleanor C. Bancroft  
April 15, 1940. Then personally appeared the above named Eleanor C. Bancroft and acknowledged the foregoing instrument to be her free act and deed, before me Claire Lesser Claire Lesser Notary Public,  
Bronx County Bronx Co. Clk's, No. 46, Reg. No. 471A1 N.Y. Co. Clk's, No. 339, Reg. No. 11293 Commission expires May 30, 1941. OF

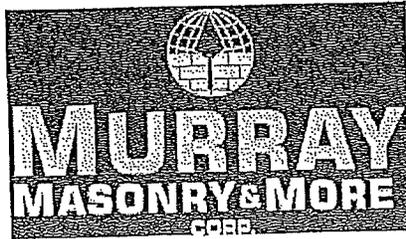
No. 61293 STATE OF NEW YORK County of New York, ss.: I, Archibald R. Watson, County Clerk and Clerk of the Supreme Court, New York County, the same being a Court of Record having by law a seal, do hereby certify, that Claire Lesser whose name is subscribed to the annexed certificate or proof of acknowledgment of the annexed instrument was at the time of taking the same a Notary Public acting in and for said county, duly commissioned and sworn, and qualified to act as such; that he has filed in the Clerk's Office of the County of New York a certified copy of his appointment and qualification as Notary Public for the County of Bronx with his autograph signature; that as such Notary Public, he was duly authorized by the Laws of the State of New York to protest notes; to take and certify depositions; to administer oaths and affirmations; to take affidavits and certify the acknowledgment and proof of deeds and other written instruments for lands, tenements and hereditaments, to be read in evidence or recorded in this state; and further, that I am well acquainted with the handwriting of said Notary Public and verily believe that his signature to such proof or acknowledgment is genuine. IN WITNESS WHEREOF, I have hereto set my hand and affixed the seal of said Court at the City of New York, in the County of New York, this 4 day of June 1940

Archibald R. Watson County Clerk and

Clerk of the Supreme Court (Court seal)

Essex ss. Received June 6, 1940. 31 m, past 1 P.M. Recorded and Examined.

P.O. Box 8454  
 Salem, MA 01971  
 Phone: 978.594.1138



Dan Lohnes  
 978-697-9333

39 Hale Street  
 Beverly, MA 01915

Job Address:  
 39 Hale Street  
 Beverly, MA 01915

Print-date:

12-29-2021

November 2, 2021

Hi Dan,

Please find proposal for the wall on the right side to be constructed at 39 Hale St. as discussed and reviewed on site with Brad. Let us know if you have any questions. Thank you for your consideration!

Kind Regards,  
 Brendan Murray

### Scope and Total Price

Title	Description
Admin/Mobilization/Demobilization	<p>Administration: Internal job set up, Pre-project planning, Crew orientation, Contract, and Pertinent applications or notifications for permitting or approval.</p> <p>Mobilization: Schedule labor, Obtain materials, Cost of permit(s) or approval(s), and Organize/protect job site.</p> <p>Demobilization: Remove all excess materials/debris and contractor tools. Leave site broom clean.</p>
Day Rate - 2 Man Crew	<p>Account one and a half days for the following.</p> <ul style="list-style-type: none"> <li>- Remove chain link fence and greenery to be replaced by new stone wall. One section, right side of property, roughly 68' long. Includes disposal.</li> <li>- Spot repair existing stone walls. Re-point and mortar stone into place in gaps.</li> </ul> <p>Two man crew performing required work. Lump sum per diem.</p> <ul style="list-style-type: none"> <li>- Includes repair materials, consumables, and disposal.</li> <li>- Specialty, or in quantity, materials or item disposal may increase cost.</li> </ul> <p>Note: Due to the nature of scope quantification for this project, the time estimate is a function of scope coverage. However, if noted work cannot be completed within specified time due to additions or unforeseen circumstances estimated cost subject to increase with prior notification.</p>
Wall - NE Fieldstone w/ Joints	<p>Construct new wall to replace chain link fence on right side. Match look and finish to existing. Finish exterior face.</p> <ul style="list-style-type: none"> <li>- Wall to be roughly 2'6" tall above grade by 68' long and 14" thick.</li> </ul> <p>Build New England Fieldstone wall with mortar showing between joints. Per square foot.</p> <ul style="list-style-type: none"> <li>- Excavate to 12" below finish grade 18" wide and compact base.</li> </ul>

- Install 6" deep 3/4" crushed stone footing, compacted.
- Install wall over crushed stone footing.
- Backfill with 3/4" crushed stone, to include weep holes at 5' intervals along wall.

Notes:

- Excludes demolition of existing wall, wall cap, and engineering/design services if needed.
- Accounts for natural joints, if tight or consistent joints preferred additional cost may be incurred.

---

Wall Cap - Reclaimed Granite

Furnish and install reclaimed granite slab for use as wall cap.  
- Right wall; 68' long by +/- 14" wide.

Install reclaimed granite slab wall cap. Per linear foot; +/- 136LF  
- Install reclaimed granite +/- 4"-8" thickness, 14" to 22" wide, variable lengths.

**Total Price: \$32,524.00**

If you accept this proposal please click "Accept" and sign. We will send a contract via email with further information and introductions to our project management team.

The contract will contain project details, schedule, and payment terms. We request that it be fully executed within 5 business days of issuance to ensure adequate time to plan and schedule your project.

We thank you kindly for your consideration and look forward to earning your business.

Sincerely,  
The Murray Masonry Team

Approval Status -  Expired as of 12-2-2021

\*Only one proposal can be approved. Approving this will decline all other available proposals.

NEW ENGLAND  
**CEDAR FENCE**  
FENCE AS ART

---

Date: December 28, 2021

For: Dan Lohnes  
37 Hale Street  
Beverly, MA  
[dan@essexalarm.com](mailto:dan@essexalarm.com)  
978-697-9333

Revision 1 Proposal By: Stephen Huntoon  
603-344-6500  
[stephen@newenglandcedarfence.com](mailto:stephen@newenglandcedarfence.com)

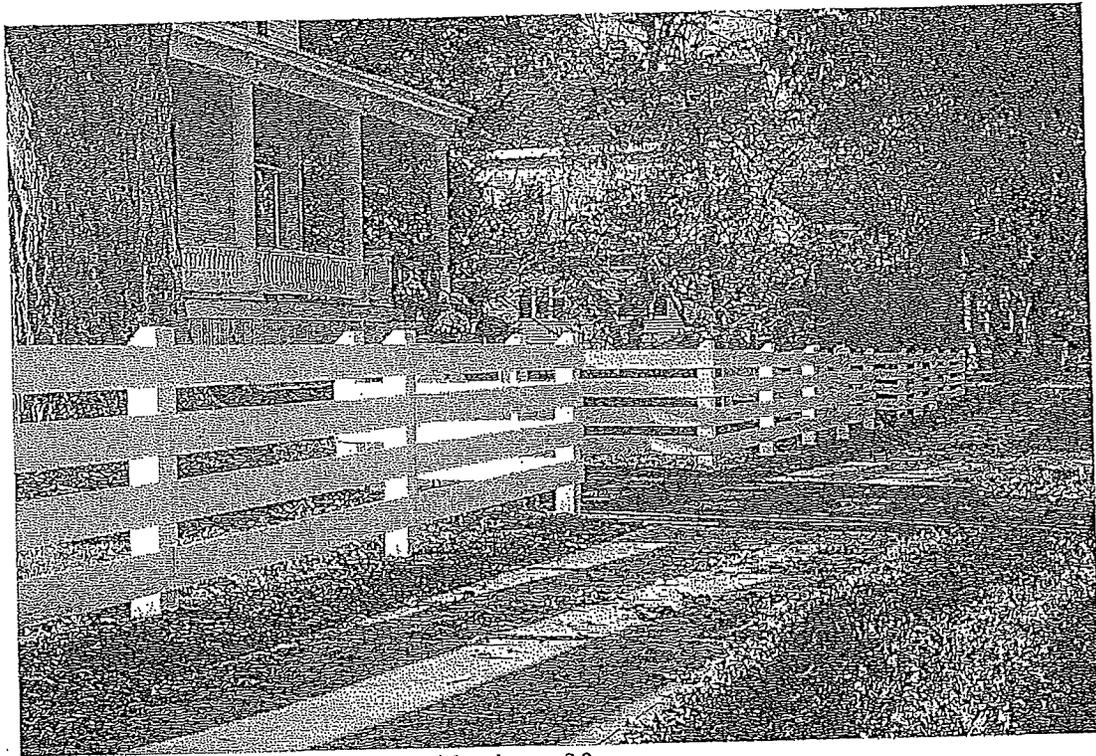
Revisions: All posts to be 5 ½" square  
30" deep holes with 6" gravel at the bottom  
3" to 4" gravel at the top mixed with soil

Notes: All lumber dimensions actual vs. nominal and all  
are +/-

Fence Style: 4 - Rail Board  
Top fence rail 42" above ground  
Top of post 45" above ground  
5 ¾" between each rail and off the ground



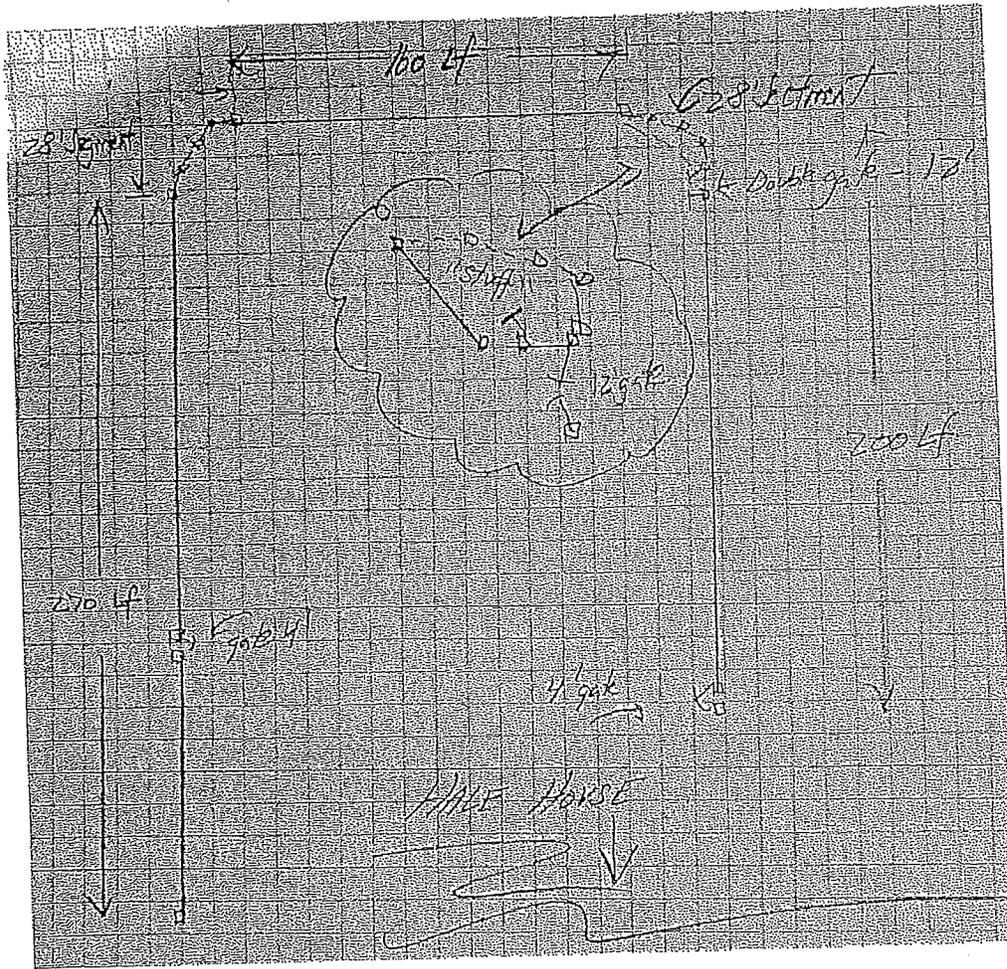
Inside view of fence



Outside view of fence

Layout:

See below



- Wood: All rails Architectural STK Western Red Cedar  
All wood is kiln dried, dressed and sanded smooth  
Posts Eastern White Cedar
- Rails: 3/4 x 5 3/8"
- Fence Posts: 4 3/4" square posts  
Posts have a flat/angled cut  
Posts 27" in ground
- Gate Posts: 5 1/2" Square  
Posts have 6" gravel below in a 32" deep hole  
3" - 4"
- Gate: 1 - 12' double gate (2 - 6' gates)  
2 - 4' single gates  
Diagonal rails for support

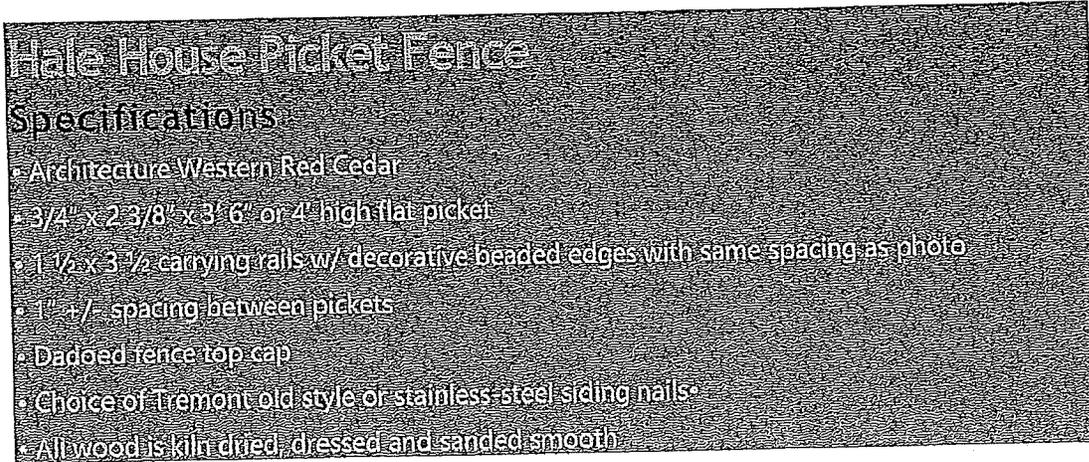


Inside view of double gate

- Gate Hardware: All hardware by [www.snugcottage.com](http://www.snugcottage.com)
- Fasteners: Stainless steel siding nails  
4 - nails per boards  
Nails are flush to board
- Stain: Natural
- Other: 6" of gravel at base of posts up to 32" deep  
Top of post to have 3" to 4" of gravel mixed with soil  
Extra soil can be left on site
- Installation: By NECF and supervised by Stephen Huntoon  
Customer to clear the two fence side lines of trees and bushes as needed  
We remove chain link fence - dumpster on site  
New fence installed with auger and/or hand dug  
Please see Installation Addendum
- Fence Style: Picket Fence Per photo attached

Layout:

36 LF divided into 4 - equal width sections



Posts: 5 1/2" square with decorative cap

Stain: Primer one coat and pre-stain two coats of Benjamin Moore Arborcoat  
Finishing done in shop  
Color tbd

Pricing: 4 - Rail Fence

\$15,120	90 - 7' to 8' wide sections @168
\$14,400	96 - 5 x 5 posts @150
\$1100	1 - 12' double gate @1100
\$1400	2 - 4' single gates @700
\$800	Gate hardware allowance
\$150	Stainless steel siding nails
\$32,970	Total materials
\$24,500	Installation with gravel base and top
\$57,470	Grand total

Pricing: Picket Fence

\$2400	4 - 9' fence sections @600
\$1100	5 - Posts with decorative caps @220
\$700	Pre-stain solid color
\$4200	Materials
\$1900	Installation and touch up
\$5300	Total picket fence

Pricing both fences

\$62,770

Terms: Material portion as deposit

50% of installation when half done  
Balance on completion

Lead Time: TBD

Warranty: 1 Year on all products. Please read Warranty, terms  
and conditions on web page  
<http://newenglandcedarfence.com/warranty.html>

Please note that most posts develop seasoning checks that look like cracks as the wood natural dries. *They do not affect the strength or the quality of the posts in any way.* NECF fills any checks with caulk for cosmetic reasons prior to staining. Any checks that open up in the first year we will fill and re- stain for no charge

Hale House Revision 1

89 Ledge Road, Seabrook, NH 03874  
Phone (603) 344-6500  
[www.NewEnglandCedarFence.com](http://www.NewEnglandCedarFence.com)

**2022 - Fence Installation Addendum – New**  
**England Cedar Fence**

The goal is to make this a pleasant experience for all parties involved. We take care to treat your property with care and respect. With that in mind, please read through the following so we are both on the same page regarding what each of us is responsible for:

**The customer is responsible for all of the following activities:**

- Establishing the correct property lines.
- Obtain neighbor's permission to access their property if needed to install fence.
- Calling your state's utility agency to identify underground utilities.
  - Dig-Safe covers most New England States
  - You must contact them no more than 30 days prior to the date of installation as it expires after 30 days.
  - This must be done prior to the fence being manufactured as an unknown utility line may affect the length & symmetry of the fence sections.
  - Identifying all underground sprinklers, invisible fence, propane, cable, electrical or other underground wires or lines not under the jurisdiction of Dig-Safe.
- Obtaining and paying for any town or historical district building permits needed for fence installation in your town. The local building inspector is usually the go - to person. Fences over 6' high usually need a permit. Fences on corner lots will usually have setback requirements as well.
- Conforming with all local zoning by-laws and establishing lot lines
- Ensure we have access to electricity and a water source.
- Please identify a place for us to put left over dirt and rocks as we are not responsible for disposing of these items.
- We do our best to work carefully around existing landscaping. But, installing a fence is a physically demanding task that requires space to work and maneuver. Thus, some landscaping may get walked on or need to be trimmed. We are not responsible for damages to shrubs, plants, lawns, etc. from normal installation activities.

**Installation Pricing:**

The installation price is based on standard digging conditions. Because we cannot see below the ground we may encounter unexpected conditions that will require additional equipment or effort to deal with these situations. Therefore, the following will be billed at the end of the job unless it has already been addressed in the contract.

Conditions	Cost
If we need to cut a post short and set in concrete due to hitting an obstruction such as a rock that cannot be moved or broken up with an electric jackhammer.	\$90/Post
Standard time for each post hole to reach proper depth is typically 10 - 15 minutes. Any time exceeding 20 minutes due to ledge, unusually large rocks, roots, old buried posts, utilities, cement, etc. will be billed at an hourly rate.	\$100/hour 2-man crew \$150/hour 3-man crew
Rental of a towable compressor and air hammer if needed to deal with rock, ledge, roots, or other obstructions. This does not often happen	\$650/day

Customer has read and agrees with Installation Addendum: \_\_\_\_\_(Initials)

THE  
CABOT

January 3, 2022

Community Preservation Committee  
City of Beverly  
191 Cabot Street  
Beverly, MA 01915

Re: Historic Beverly's 2022 CPA Application for Hale Farm

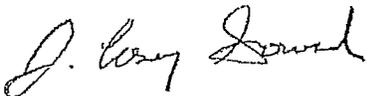
Dear Members of the Committee:

We are writing to offer strong support of Historic Beverly's application for CPA funds for its Hale Farm property in 2022. Complementing the work that has already been done, the plans outlined in the application will replace the unattractive and historically inappropriate fencing with something more in keeping with the property and the neighborhood, while still allowing full public access.

Historic Beverly has partnered with many City groups to allow use of the property for a variety of events and continues to provide programming there throughout the year; during the pandemic it was a much-needed safe gathering space for the community. Perhaps the best example of that was our collaboration with the "Porch Sessions" where we were able to serve thousands of starved arts patrons in 2020 and 2021 in a safe outdoor environment programming everything from music, comedy, family programming, and even theater. The property is adjacent to the Common and is one of the many gems of Beverly. Using CPA funds for its preservation and enhancement will benefit the City's efforts to develop the downtown neighborhood as a cultural destination.

We strongly encourage the Committee to allocate funds this year toward this project.

Sincerely,



J. Casey Soward  
Executive Director

December 30, 2021

Community Preservation Committee  
City of Beverly  
191 Cabot Street  
Beverly, MA 01915

Re: Historic Beverly's 2022 CPA Application for Hale Farm

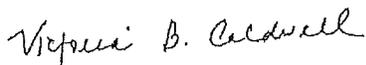
Dear Members of the Committee:

As direct abutters of the Hale Farm, we are writing in support of Historic Beverly's application for CPA funds for its Hale Farm property in 2022. Complementing the work that has already been done, the plans outlined in the application will replace the damaged, unattractive, and historically inappropriate fencing with something more in keeping with the property and the neighborhood, while still allowing full public access.

Historic Beverly has partnered with many City groups to allow use of the property for a variety of events and continues to provide programming there throughout the year; during the pandemic it was a much-needed safe gathering space for the community. The property is adjacent to the Common and is one of the many gems of Beverly. Using CPA funds for its preservation and enhancement will benefit the City's efforts to develop the downtown neighborhood as a cultural destination and enhance the work already done to restore this historic landscape.

We, along with our neighbors, have strongly supported the expanded use of the property during the pandemic, and urge the Committee to allocate funds this year to this extremely worthy project.

Sincerely,



Victoria Caldwell and John D'Amico  
7 Bancroft Avenue  
Beverly, MA 01915

December 30, 2021

Community Preservation Committee  
City of Beverly, 191 Cabot Street  
Beverly, MA 01915

Re: Historic Beverly's 2022 CPA Application for Hale Farm

Dear Members:

As long-time neighbors of the Hale Farm, we have been pleased with all the work that has been done to this property. From landscaping to painting, to installing walkways with historic signage, it has been great to see how the CPA's funds have helped preserve this beautiful property.

When everything around us seemed to be shutting down because of the pandemic, it was wonderful to see this place come alive with concerts, plays and even a beer garden. It has opened up this area to the many citizens of Beverly who were not aware that it existed and we believe that's part of the reason why the Hale Farm has become well known as a hidden gem in our city.

We believe that the fencing would only enhance the area; therefore, it would be appreciated if you could allocate funds toward this project.

Sincerely,

Chuck and Elaine Roy  
19 Bancroft Avenue,  
Beverly, MA 01915

December 27, 2021

Community Preservation Committee  
City of Beverly  
191 Cabot Street  
Beverly, MA 01915

Re: Historic Beverly's 2022 CPA Application for Hale Farm

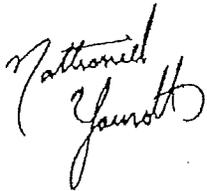
Dear Members of the Committee:

I am writing in support of Historic Beverly's application for CPA funds for its Hale Farm property in 2022. Complementing the work that has already been done, the plans outlined in the application will replace the unattractive and historically inappropriate fencing with something more in keeping with the property and the neighborhood, while still allowing full public access.

Throughout the pandemic, we saw the Hale Farm property used for so many amazing events, with Historic Beverly partnering with other local organizations to apply diverse uses to the grounds. Using CPA funds for its preservation and enhancement will benefit the City's efforts to develop the downtown neighborhood as a cultural destination. I have personally spoken with many guests at these events who have never been to Beverly before and now consider it on their desired towns to live in and visit. These are the spaces we want to keep attractive and supported by local funds.

We would love to see funds given to this project, bringing a significant visual upgrade to this historic outdoor space, the surrounding neighborhood, and making Beverly an even more unique and attractive town for all sorts of people.

Sincerely,

A handwritten signature in black ink that reads "Nathaniel Youndt". The signature is written in a cursive style with a large, stylized initial "N".

Nathaniel Youndt  
1 Bancroft Avenue  
Beverly, MA 01915  
(717) 490-4268



January 4, 2022

Community Preservation Committee  
City of Beverly  
191 Cabot Street  
Beverly, MA 01915

Re: Historic Beverly's 2022 CPA Application for Hale Farm

Dear Members of the Committee:

We, The Ward 2 Civic Association (W2CA) are writing in support of Historic Beverly's application for CPA funds for its Hale Farm property in 2022. W2CA is a group of residents and business owners, and we support projects that are in the best interests of the Ward 2 precinct of Beverly. Complementing the work that has already been done, the plans outlined in the application will replace the unattractive and historically inappropriate fencing with something more in keeping with the property and the neighborhood, while still allowing full public access.

Historic Beverly has partnered with many City groups to allow use of the property for a variety of events and continues to provide programming there throughout the year; during the pandemic it was a much-needed safe gathering space for the community. The property is adjacent to the Common and is one of the many gems of Beverly. Using CPA funds for its preservation and enhancement will benefit the City's efforts to develop the downtown neighborhood as a cultural destination.

We strongly encourage the Committee to allocate funds this year toward this project.

Sincerely,

Tiffany Collins, President  
Ward 2 Civic Association

December 30, 2021

Community Preservation Committee  
City of Beverly, 191 Cabot Street  
Beverly, MA 01915

Re: Historic Beverly's 2022 CPA Application for Hale Farm

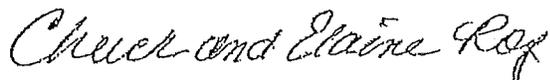
Dear Members:

As long-time neighbors of the Hale Farm, we have been pleased with all the work that has been done to this property. From landscaping to painting, to installing walkways with historic signage, it has been great to see how the CPA's funds have helped preserve this beautiful property.

When everything around us seemed to be shutting down because of the pandemic, it was wonderful to see this place come alive with concerts, plays and even a beer garden. It has opened up this area to the many citizens of Beverly who were not aware that it existed and we believe that's part of the reason why the Hale Farm has become well known as a hidden gem in our city.

We believe that the fencing would only enhance the area; therefore, it would be appreciated if you could allocate funds toward this project.

Sincerely,



Chuck and Elaine Roy  
19 Bancroft Avenue,  
Beverly, MA 01915

December 28, 2021

Community Preservation Committee  
City of Beverly  
191 Cabot Street  
Beverly, MA 01915

Re: Historic Beverly's 2022 CPA Application for Hale Farm

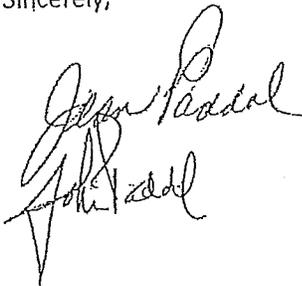
Dear Committee Members:

We are writing in support of Historic Beverly's application for CPA funds for its Hale Farm in 2022. Complementing the work that has already been done, the plans outlined in the application will replace the old worn out fencing with something more in keeping with the property and the neighborhood, while still allowing full public access.

Historic Beverly has partnered with many city groups to allow use of the property for a variety of events and continues to provide programming there throughout the year. It is wonderfully safe space that helped many Beverly residents continue to get through this pandemic. The property is adjacent to the Common and is one of the many gems of Beverly. Using CPA funds for its preservation and enhancement will benefit the City's efforts to develop the downtown neighborhood as a cultural destination.

We strongly encourage the Committee to allocate funds this year toward this project.

Sincerely,

A handwritten signature in cursive script, appearing to read "John P. Raddal". The signature is written in dark ink and is positioned below the "Sincerely," text.

December 27, 2021

25 Bancroft Ave  
BeverlyMA 01915

Community Preservation Committee  
City of Beverly  
191 Cabot Street  
Beverly, MA 01915

Re: Historic Beverly's 2022 CPA Application for Hale Farm

Dear Members of the Committee:

We are writing in support of Historic Beverly's application for CPA funds for its Hale Farm property in 2022. Complementing the work that has already been done, the plans outlined in the application will replace the unattractive and historically inappropriate fencing with something more in keeping with the property and the neighborhood, while still allowing full public access.

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We strongly encourage the Committee to allocate funds this year toward this project.

Sincerely,



Lincoln and Jane Williams



City of Beverly  
Community Preservation Committee  
c/o Planning and Development Department  
Beverly City Hall, 191 Cabot Street  
Beverly, MA 01915

Staff Contact: Denise Deschamps Email: [ddeschamps@beverlyma.gov](mailto:ddeschamps@beverlyma.gov) Phone: 978-605-2356  
CPC Website: <https://ma-beverly.civicplus.com/409/Community-Preservation-Committee>

**2021-2022 CPA PROJECT FUNDING APPLICATION**

**Deadline:** Ten double-sided copies and one electronic copy in PDF format of the application and supporting materials must be submitted on or before **Noon on Tuesday January 11, 2022** to the address above.

**Section 1: General Information**

Project Title: National Register Nomination: Lynch Park Date: 1/10/2022  
Project Location/Address: 55 Ober Street

Name of Applicant: <u>Beverly Planning Department</u> Organization: <u>City of Beverly</u> Contact Person: <u>Emily Hutchings</u> Mailing Address: <u>191 Cabot Street</u> Telephone: <u>978-605-2342</u> Email: <u>ehutchings@beverlyma.gov</u>	<b>NAME OF OWNER IF DIFFERENT FROM APPLICANT</b> Name of Owner: _____ Mailing Address: _____ Telephone: _____ Email: _____
---	--

**Section 2: CPA Project Category and Purpose**

Please CHECK all CPA Categories and Purposes that you believe apply to this project. Refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes:

CPA CATEGORY - OPEN SPACE	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration**

CPA CATEGORY - RECREATION	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY - HISTORIC RESOURCES	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input checked="" type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY - COMMUNITY HOUSING	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Support
<input type="checkbox"/>	Rehabilitation/Restoration**

\*\*if acquired with CPA funds

### Section 3: Budget and Funding Request Summary Information

Total Project Cost: \$ 16,000.00\* - please see narrative CPA Funding Request: \$ 10,000.00

CPA Funding Request as percentage of Total Project Cost: 50%

### Section 4: Project Narrative

Please attach a detailed project narrative that addresses each of the following items. The narrative should not exceed 5 typed pages. Double-sided copies would be appreciated. The Community Preservation Fund Allowable Spending Purposes Chart and General and Category Specific Evaluation Criteria can be found in the 2021-2022 CPA Round 9 Application Process Information and Instructions document.

- a. **Project Description and Goals:** Please provide a thorough description of the project. What will the project accomplish? What goals will the project achieve?
- b. **CPA Eligibility:** Please describe how the project complies with the project categories and purposes you selected in Section 2. Please refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes.
- c. **General and Category Specific Evaluation Criteria:** Please identify the General and Category Specific Evaluation Criteria that this project addresses. Briefly describe how your project addresses the criteria you have identified. Preference will be given to proposals that address multiple criteria.
- d. **Community Need and Public Benefit:** Please describe why the project is needed and how the community will benefit from this project. When developing your answer consider who in the community will directly benefit from the completed project and what resources will be protected because of this project.
- e. **Applicant/Organization Background:** Please provide a brief description of the applicant/organization's profile and project history. Explain the applicant/organization's ability and capacity to undertake and successfully execute the project. Where possible, highlight other projects of a similar scope and scale that the applicant/organization has successfully implemented.
- f. **Project Partners:** Please identify any partners involved in this project and describe the specific role the partner will play. Please attach commitment letters from funding partners, including in-kind service providers.
- g. **Public Support:** Please describe any public support or endorsements the project has received from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members. Please attach letters of support or endorsement to demonstrate the public support you have described. Preference will be given to proposals that can demonstrate community support.
- h. **Site Control:** Do you as the applicant/organization currently own or control the project location?
  - **If yes,** please affirm control of the site in the project narrative and attach documentation that demonstrates ownership or control of the project location (e.g. Purchase and Sale Agreement, option, deed).
  - **If no,** please describe in detail the Owner's role and responsibilities related to this project. If the applicant/organization does not have site control, the Owner must co-sign the application and provide a written and signed confirmation of their project role and responsibilities.

*[NOTE: If the property is owned or the project must be managed by the City of Beverly or another public entity, then Massachusetts General Laws related to procurement (purchasing) and federal health and labor standards apply. Please refer to Section VI. in the 2021-2022 CPA Round 9 Application Process Information and Instructions document for detailed information. It is important to understand these requirements as they may impact your budget and project schedule.]*

- i. **Feasibility:** List and explain all actions or steps that will be required for completion of the project (e.g. 21E environmental assessments; zoning, planning board, conservation commission permits and/or approvals; easements or restrictions; subordination agreements; etc.).
- j. **Maintenance and Long-Term Preservation:** What type of ongoing maintenance and upkeep will be required once the project is complete? Please identify the individual or entity that will be responsible for these activities and include detailed maintenance costs, if applicable, and funding and revenue sources, if any. Explain any specific guarantees that will assure long-term preservation of the project.
- k. **Maps and Visual Materials;** Please attach plans, maps, photos, architectural drawings, specifications, or any other visual aids to help describe the project to the Committee (e.g. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans, etc.).

#### Section 5: Project Budget

Please complete the Project Budget Form on Page 5 of this application.

- Under "Sources of Funding" identify all sources of funding you are pursuing for this project. Indicate the amount and status of each identified funding source (i.e. secured, requested, in-kind), including CPA funding.
- Please attach award letters, notifications, or letters of commitment for secured funding sources and in-kind service providers.
- Under "Itemized Project Expenses" itemize all expenses associated with the project. Identify the amount of each expense and indicate if CPA funds will directly fund that expense.
- "Total Project Funding" should match "Total Project Cost".
- It is IMPORTANT to attach supporting documentation to substantiate identified costs. Applicants must obtain and attach professionally prepared quotes for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.
- For Community Housing projects please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

#### Section 6: Project Schedule

Please complete the Project Schedule Form on Page 6 of this application.

- Identify and describe each significant step of the project, noting all project milestones, the date on which the step of the project will commence, and the anticipated project completion date.

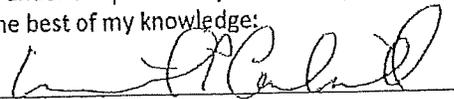
**Section 7: Additional Information**

If applicable and appropriate, additional information or supporting documentation should also be attached. If supporting documents total 10 pages or more, an electronic copy (PDF) of said documents must be provided. Supplemental information may include, but not be limited to:

- Natural resource features
- Historic structure report or existing conditions report
- For "Historic Resources" projects ONLY, the applicant must obtain a Determination of Historic Significance from the Beverly Historic District Commission.
- For projects involving construction, restoration, or rehabilitation, please include evidence that appropriate professional standards will be followed.
- Any other information the applicant considers important or useful in the Committee's evaluation of the proposal.

**Section 8: Required Applicant/Owner Signatures**

I, the applicant, certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant's Signature:  Date: 1/6/22

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO WHICH CPA FUNDING WOULD BE APPLIED THEN THE OWNER MUST ALSO SIGN THIS APPLICATION.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If Different from Applicant)

**2021-2022 CPA PROJECT FUNDING APPLICATION**  
**Project Budget Form**

Project Title: National Register Nomination: Lynch Park  
 Applicant Contact Person: Emily Hutchings  
 Applicant Organization: City of Beverly (Planning Department)

SOURCES OF FUNDING			
Source	Amount	Percentage of Total Project Funding	Status (i.e. secured, requested, in-kind)
Community Preservation Act Fund	\$10,000.00	62.5%	Requested
MHC Survey & Planning FY22 Grant	\$6,000.00	37.5%	Application due February 7, 2021
<b>Total Project Funding:</b>	<b>\$16,000.00</b>		

ITEMIZED PROJECT EXPENSES - TOTAL PROJECT COST		
Expense	Amount*	To be funded by CPA? Y/N Please refer to the "Allowable Spending Purposes" chart
National Register Nomination for Lynch Park	\$16,000.00* - please see narrative, section m	Y (50%)
<b>Total Project Cost:</b>	<b>\$16,000.00</b>	

\* Applicants must obtain and attach professionally prepared quotes for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.

For Community Housing projects: Please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

**2021-2022 CPA PROJECT FUNDING APPLICATION  
Project Schedule Form**

Project Title: National Register Nomination: Lynch Park  
 Applicant Contact Person: Emily Hutchings  
 Applicant Organization: City of Beverly (Planning Department)

Please provide a project timeline below. Identify and describe each significant step of the project, noting all project milestones, the date on which this step of the project will commence, and the anticipated project completion date.

	Estimated Date	Activity
Project Start	May-June 2022	Finalize scope of work with Massachusetts Historical Commission (MHC), issue Request for Quotes
Project Milestone	July 2022	Select consultant to complete National Register nomination, begin work
50% Completion	January 2023	Draft nomination submitted by consultant, reviewed by City and MHC (>50% completion)
Project Milestone	February-March 2023	Final nomination package submitted to City and MHC (final payment invoiced, final documentation due to MHC)
Project Completion	May 2023	MHC approves National Register nomination and submits nomination to National Park Service for final approval

Please Note: if the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

## Application Materials Checklist

- Completed CPA Funding Application form, including:
  - Project Narrative
  - Project Budget Form
  - Project Schedule Form
  - Applicant's Signature
  - Owner's Signature (If the applicant is not the owner of the property to which CPA funding would be applied)
  
- Supporting Documentation, including but limited to:
  - Professionally prepared quotes for project costs OR detailed cost estimates
  - Commitment letters from funding partners, including in-kind service providers
  - Letters of support or endorsement from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members
  - Evidence of Site Control
    - Purchase and Sale Agreement, option, deed; OR
    - Owner's written and signed confirmation describing their project role and responsibilities
  - Maps/Visual Materials, including but not limited to:
    - Plans
    - Maps (USGS topographic map, assessors map, GIS/aerial photo maps)
    - Photos
    - Architectural drawings/Renderings/Design plans
  
- Additional Materials, including but not limited to:
  - Historic structure report or existing conditions report – see historic resource survey and National Register Eligibility Letter from the Massachusetts Historical Commission
  - For Historic Resources projects - Determination of Historic Significance from the Beverly Historic District Commission -
  - For projects involving construction, restoration, or rehabilitation - Evidence that appropriate professional standards will be followed -
  - For Community Housing projects - Development budget and a "sources and uses" budget.
  - For Community Housing/Home Ownership projects - Affordability analysis
  - For Community Housing/Housing Rental projects - Five-year operating budget

## **2021-2022 CPA Project Funding Application**

### **National Register Nomination: Lynch Park**

#### **Section 4: Project Narrative**

##### **a. Project Description and Goals:**

The City of Beverly is applying for partial funding to nominate Lynch Park to the National Register of Historic Places (National Register). Located on the coast in the Beverly Cove neighborhood (and easily accessible from downtown), Lynch Park is one of Beverly's most unique historic sites. A public park, the David S. Lynch Memorial Park was previously the estate home of Robert and Marie Evans, who shaped the property's landscape at the turn of the 20<sup>th</sup> century. Many historic features from the estate, including the Carriage House and a formal rose garden, among others, still remain. The property was willed to Beverly Hospital in 1936, and was used as a convalescent home until the City acquired the property in 1943, to create a public park.

The Beverly Historic Districts Commission has determined that the property is significant to the architectural, recreational, and institutional history of Beverly. The Massachusetts Historical Commission has formally recommended that the property is eligible for listing on the National Register of Historic Places, and has recommended contracting with a professional historic preservation consultant to complete the nomination.

Contracting with a consultant to complete a National Register nomination is a fairly straightforward process. Typically taking four to twelve months, depending on the size and complexity of the resource(s) to be nominated, a consultant will complete the technical research into the history of the resource(s) and how it (they) qualify for listing on the National Register, either as an individual resource or as an area. The City anticipates that contracting with a consultant and the completion of the National Register nomination for Lynch Park to take six to eight months.

Nominating Lynch Park to the National Register will provide several benefits to the Beverly community. National Register listing is an honorary designation that does not place any restrictions on the property (although it provides limited protection from federal or state-involved projects). National Register listing emphasizes a property's historic significance, raising awareness and providing an educational resource on the property's history, and increasing community pride (and thereby providing a layer of informal protection) in the property. National Register listing also enables municipalities to apply for grant funding through MHC's Massachusetts Preservation Projects Fund for historic preservation efforts, and may provide access to additional grant funding. Nominating Lynch Park to the National Register will not only strengthen its position as an important cultural asset, but will also support its long-term preservation and protection.

##### **b. CPA Eligibility:**

The National Register Nomination of Lynch Park falls under the Historic Resources Category, with the purpose of supporting the preservation of a historically significant park and its numerous individual historic resources. Nominating Lynch Park to the National Register fulfills CPA eligibility requirements by raising awareness (and thus supporting ongoing maintenance and protection of the site) and increasing opportunities for grant funding for future rehabilitation and preservation

efforts. The property has been determined by the Beverly Historic District Commission to be significant to the architectural, recreational, and institutional history of Beverly.

**c. General and Category Specific Evaluation Criteria:**

1. General Evaluation Criteria: The Lynch Park National Register Nomination project fulfills the general evaluation criteria as demonstrated below:
  - a. The project is consistent with the Historic Preservation Plan, which identifies the Carriage House and Lynch Park as a prominent historic site. The Plan further recommends the identification of high priority resources to list on the National Register; the Historic Districts Commission has subsequently identified Lynch Park as a high priority resource for listing.
  - b. The project is anticipated to leverage grant funding to cover 50% of the project; the City has deliberately not applied for the entirety of the project cost with the expectation of submitting applications for the Massachusetts Historical Commission's FY22 Survey and Planning Grant for the remaining 50% of the project (the maximum allowable percentage of the project cost).
  - c. Without CPA funding, the City will not be able to match the MHC Survey and Planning Grant. Although Lynch Park will not be lost due to not being listed on the National Register, the City would miss significant funding opportunities for rehabilitation, and would miss opportunities to highlight the site's importance to the community.
  - d. The project is a straightforward, single task that would be completed by a qualified historic preservation consultant. The entire project is expected to take less than one year (and per the MHC Survey and Planning Grant, would have to be completed by June 30, 2023. The City has established a clear schedule that will be maintained.
  - e. The project qualifies under the Historic Preservation funding category in the Preservation subcategories (see the response to question "b. CPA Eligibility" above).
  - f. The park is unique in its location and atmosphere, and characterizes a piece of the City's history and landscape that defines the area. The park is broadly accessible to the community, and provides opportunities for active and passive recreation as well as the appreciation of historic landscapes.
  - g. The project is the next logical step to protect and preserve the park, which is currently at risk of deterioration and destruction due to climate change. Listing Lynch Park on the National Register would also raise awareness of the park's historic attributes and enhance community pride in the resource, providing an additional layer of informal protection.
  - h. Listing Lynch Park on the National Register would not only raise awareness and enhance community pride in the resource, but will provide an avenue to apply for grants and funding for future preservation efforts. Preserving the park and its historic features provides a clear public benefit as the community will continue to be able to enjoy the culturally and historically significant site.
  - i. The Mayor's Office, Planning Department, Historic Districts Commission, Parks and Recreation Commission (and Department), and Grants Department have all emphasized their support for this project, either through establishing the project as a historic preservation priority, participating in the development of this grant application, or by providing letters of support. Ward 4 City Councilor Scott Houseman and Historic Beverly Executive Director Sue Goganian have also formally endorsed the project and provided letters of support.
  - j. Nominating Lynch Park to the National Register will not negatively impact any open space or recreational areas or any other historic resources, nor does it have any impact on existing or

proposed affordable housing projects. The project will support open space and recreation protection, as such is the park's main function.

2. Category Specific Evaluation Criteria – Historic Preservation. The Lynch Park National Register Nomination project fulfills multiple historic preservation criteria:
  - a. The project will highlight a property that has been determined to be historically significant by the BHDC.
  - b. The project will facilitate future preservation and rehabilitation efforts; this site is particularly high-priority for protection due to its coastal location and risk of climate change-related impacts.
  - c. Although the project does not restore the historic function (private property) of the resource, the project highlights the history of the property and will expand educational opportunities regarding the site.
  - d. (f) The site is currently accessible to the public. The project may expand public interest in the site.
  - e. (g) The project enhances the City's historical profile by documenting and celebrating a historic site and its individual historic resources.

The National Register nomination will be completed in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

**d. Community Need and Public Benefit:**

Lynch Park is one of Beverly's most unique historic sites, as a large, public waterfront park with historic features including a Carriage House and rose garden. Some aspects of the site, particularly the Carriage House, are in dire need of rehabilitation efforts to remain functional. Nominating the site to the National Register of Historic Places will bring well-deserved distinction and enhance community pride in the site, draw tourists with an interest in historic sites, and will enable the City to apply for future grant funding for historic preservation efforts on the site, such as the rehabilitation of the Carriage House.

**e. Applicant/Organization Background:**

The project will be managed by the Beverly Planning Department, which manages the City's planning and historic preservation (and other) programs. Planning Department staff have extensive experience in project and grants – including specifically CPA and MHC Survey and Planning grants – management, planning and historic preservation. Past completed projects, including the Powder House National Register nomination and physical restoration, the 2018-2019 Historic Resources Survey Update, the restoration of the historic GAR Hall, and the development of a community-wide Historic Preservation Plan all demonstrate the Planning Department's ability to responsibly and successfully manage projects with a focus on historic preservation. The Powder House National Register nomination and 2018-2019 Historic Resources Survey Update are examples of projects that are similar in cost and scale.

**f. Project Partners:**

The City intends to apply for grant funding from the Massachusetts Historical Commission (MHC) FY22 Survey and Planning Grant to partially (50%) fund the Lynch Park National Register Nomination. The City is applying for the maximum grant amount allowed by MHC. Should MHC approve the grant application, they will continue to work with the City and provide invaluable expertise on the project throughout the completion process.

The Planning Department will collaborate with the Historic Districts Commission (HDC) to provide guidance to the selected consultant and review draft materials.

**g. Public Support:**

1. A letter of support from Mayor Michael P. Cahill is attached.
2. A letter of support from Parks and Recreation Director Bruce Doig is attached.
3. Ward 4 City Councilor Scott Houseman has stated he will be submitting a letter of support, which will be forwarded to the CPC upon receipt.
4. Susan Goganian, Executive Director of Historic Beverly, has stated she will be submitting a letter of support, which will be forwarded to the CPC upon receipt.
5. The Historic Districts Commission (HDC) has determined Lynch Park to be historically significant, and emphasized their enthusiasm for the project. The HDC will be considering a letter of support at their January 26<sup>th</sup> meeting.

**h. Site Control:**

Lynch Park is owned by the City of Beverly, MA, as confirmed by the Beverly Assessor's Office and shown in a deed recorded in June 1943 at the Southern Essex Registry of Deeds (Book 3334 Page 153). The deed is attached.

**i. Feasibility:**

This project is smaller in scale and involves a single process: hiring a consultant to complete the National Register nomination and managing the completion of the nomination. The consultant selection process would be determined following (potential) approval of an MHC FY22 Survey and Planning Grant. As the National Register nomination will be completed by a consultant rather than in-house, the project does not require significant staff capacity. Additionally, the Planning Department consistently manages multiple projects and programs at one time, and is able to add this project to current capacity.

**j. Maintenance and Long-Term Preservation:**

The City of Beverly, MA, via the Parks and Recreation Department and Department of Public Services, is responsible for the maintenance of the Lynch Park. Ongoing maintenance includes regular landscape management, maintenance of the rose garden, and general maintenance to the Carriage House. Maintenance costs at Lynch Park is derived from the annual Public Services budget.

Listing properties on the National Register of Historic Places raises awareness and often increases communities' perceived value of respective sites. Although the project does not require any maintenance or long-term preservation, nominating Lynch Park to the National Register will support and encourage ongoing maintenance and protection of the site and its historic features.

**k. Maps and Visual Materials:**

Please see the following attachments:

1. GIS Map of Lynch Park, 55 Ober Street (Parcel ID #94-11B), Beverly, MA
2. Aerial View of Lynch Park, 55 Ober Street (Parcel ID #94-11B), Beverly, MA
3. Determination of Historical Significance
4. Historic Resource Survey for Lynch Park (BEV.AU). This document includes the following information:

- o Architectural and historical assessment of the site
- o Data sheet noting historic features
- o Aerial photograph, historic maps, site plans, and site photographs
- o National Register of Historic Places Criteria Statement Form

**l. Additional Information**

Please see the following supporting attachments:

1. National Register Eligibility Letter from Massachusetts Historical Commission (MHC)
2. MHC Invitation to apply for FY22 Survey and Planning Grant funds for the project
3. Project Quote from Wendy Frontiero (PDF)

**m. Detailed Cost Estimate**

The Planning Department had initially planned to request CPA funding for 50% of the cost of the nomination, with the intention to apply for the remaining 50% via the Massachusetts Historical Commission's (MHC) FY22 Survey and Planning Grant. The City had previously received a \$12,000 estimate and subsequently submitted pre-applications to both the CPC and MHC for \$6,000 (50% each). Upon receiving approval of both pre-applications, the Planning Department sought a more formal, preliminary quote that could be submitted with a CPA application, from historic preservation consultant Wendy Frontiero. Upon closer review of the property and its extensive landscape features, a quote for the project (attached) was provided in the amount of \$20,000.

Following the receipt of this quote and consideration of project expectations given the approved pre-applications, Planning Staff reviewed the situation with MHC Staff. MHC Staff stated that as the Commission had voted on the amount the City of Beverly had been invited to apply for, the application for the MHC Survey and Planning Grant should be for an amount not exceeding \$6,000. MHC Staff stated that they believed a \$12,000 estimate to be a reasonable project cost, and that the project would be required to go out to bid per federal requirements with the expectation of a range of quotes. MHC Staff also noted that the City of Beverly could provide a greater-than-50% match (either using CPA funds or other funds) and describe the situation in their application for the MHC Survey and Planning Grant; if MHC decides to fund the project and determines that it would benefit from additional funding, they may decide to increase the award amount.

The Planning Department is therefore requesting \$10,000 in CPA funding for this project, with the hope that MHC will decide to award the grant and determine the project is worthy of additional funding, and therefore increase the grant award to up to \$10,000 (50% of the highest likely project cost). The Planning Department anticipates the bidding process will result in several bids/quotes for the project, and – based on feedback from MHC Staff – expects some bids to be submitted for under \$16,000. Any unused funds for the project would be returned to the CPA funds.

The application for the MHS Survey and Planning Grant is due on February 7, 2022, and notice of award is announced mid-March 2022.



**CITY of BEVERLY  
OFFICE of THE MAYOR**

*191 Cabot Street  
Beverly, Massachusetts 01915  
Phone (978) 921-6000  
Fax (978) 922-0285*

*Mayor*

*Michael P. Cahill*

*Chief of Staff*

*Joscelyn Ruelle-Kersker*

*Executive Secretary*

*Martha A. Lewis*

January 6, 2022

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

I am pleased to submit this letter of support for the Lynch Park National Register Nomination project, which is currently under consideration for CPA funding. Lynch Park is an invaluable cultural and civic resource, unique for its historic features – particularly the Carriage House and Rose Garden – and accessibility as a waterfront public park.

Nominating the property to the National Register of Historic Places will not only give the park well-deserved credit as one of Beverly's historic landmarks, but will also allow the City to apply for future grant funding for historically appropriate rehabilitation efforts on the property.

Thank you for the opportunity to comment on this important project.

Sincerely,

Michael P. Cahill  
Mayor

cc: Planning Department



**CITY of BEVERLY**  
**PARKS, RECREATION & COMMUNITY SERVICES**  
*55 Ober Street*  
*David S. Lynch Park*  
*Beverly, Massachusetts 01915*

*Mayor*  
*Michael P. Cahill*  
*Director*  
*Bruce M. Doig*

January 5, 2022

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

I am pleased to submit this letter of support for the Lynch Park National Register Nomination project, which is currently under consideration for CPA funding. Lynch Park is a historically and culturally significant site in Beverly, and its accessibility to the public strengthens its value. The property is owned by the City of Beverly and used as a public park. The retained carriage house, formal rose garden, rolling lawns, and coastal location all add to its unique character and both intrinsic and extrinsic value.

Since Lynch Park is the location of our Beverly Recreation Department offices, we have been working since 2001 to make improvements to Lynch Park and restore the carriage house to create a vibrant, community cultural center for all of our residents and visitors to enjoy.

In spite of the property's retention as a public park and the preservation of remaining historic features, the property is in need of restoration efforts, particularly the historic Carriage House. Nominating the site to the National Register of Historic Places will further highlight one of Beverly's treasures and will enable the City of Beverly to apply for grant funding for historically appropriate rehabilitation efforts on the property.

Thank you for the opportunity to comment on this important project.

Sincerely,

Bruce M. Doig

Parks, Recreation & Community Services Director

cc: Beverly Planning Department

Essex ss. Received June 29, 1943. 30 m. past 8 A.M. Recorded and Examined.

Beverly Hospital Corporation a corporation duly established under the laws of Massachusetts and having its usual place of business at Beverly, Essex County, Massachusetts, for consideration paid, grants to the City of Beverly, a municipal corporation, WITHOUT COVENANTS, to be used for a public park the land in said BEVERLY commonly known as the Hunt property and being the land (with the buildings thereon) in the said Beverly devised to the said Beverly Hospital Corporation by the will of Belle Hunt late of the said Beverly (Essex Probate No. 183954) and bounded as follows, northerly by Ober Street, easterly by land formerly of William D. Sohier, Elizabeth P. Sohier and said William D. Sohier, southeasterly and southerly by the Atlantic Ocean, and westerly by the said ocean and by land formerly of Shuman. Be any or all of said measurements more or less, or however otherwise said premises are bounded, measured and described. This deed is pursuant to an agreement dated April 5, 1943, between grantor and grantee and under authority of Chapter 429 of the Acts and Resolves of the Legislature of Massachusetts for 1943. No U.S. Revenue Stamps hereto affixed as none are required by law. IN WITNESS WHEREOF the said Beverly Hospital Corporation has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Frederick Ayer its President hereto duly authorized, this twenty-third day of June in the year one thousand nine hundred and forty-three.

Beverly Hospital Corpn. to City of Beverly

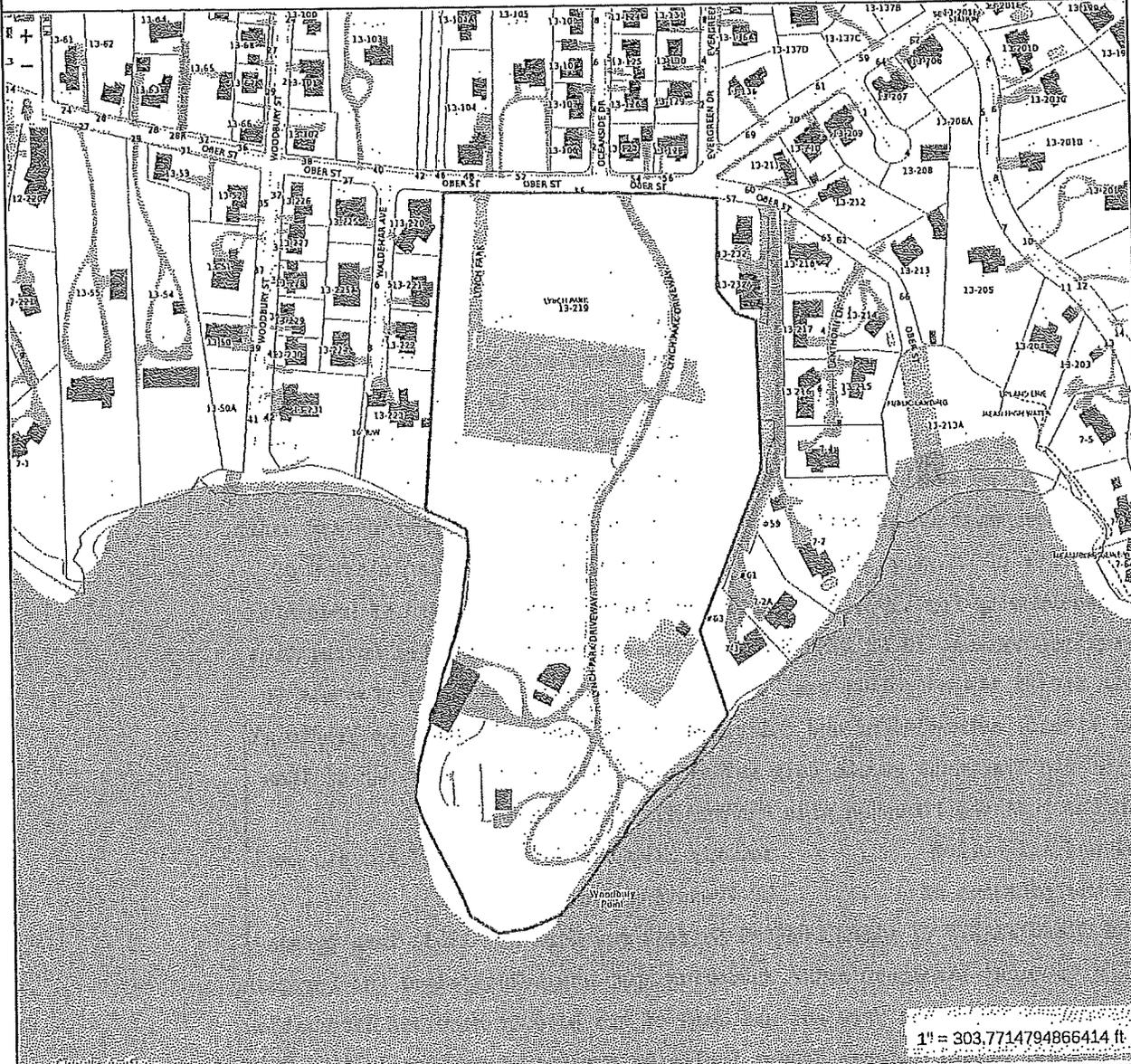
Signed and sealed ) Beverly Hospital Corporation (Corporate seal) in the presence of - ) by Frederick Ayer President

THE COMMONWEALTH OF MASSACHUSETTS Suffolk ss. June 23, 1943. Then personally appeared the above named Frederick Ayer and acknowledged the foregoing instrument to be the free act and deed of the Beverly Hospital Corporation, before me, Samuel Vaughan Notary Public My commission expires July 30, 1948 Essex ss. Received June 29, 1943. 30 m. past 8 A.M. Recorded and Examined.

I, James I. Stuart of Haverhill, Essex County, Massachusetts, being unmarried, for consideration paid, grant to George W. Bayreuther and Elsie A. Bayreuther, husband and wife, as tenants by the entirety and not as tenants in common, of Lawrence, Essex County, Massachusetts, with QUITCLAIM COVENANTS A certain parcel of land with the buildings thereon situate in said HAVERHILL, bounded and described as follows: Beginning at the southeast corner of the premises and at the northeast corner of land now or formerly of Sidney F. Mortlock, which is seventy (70) feet northerly from the corner of the wall at land now or formerly of one Buttrick; thence running north

Stuart to Bayreuther et ux Two \$1., One .50 & One .25 R. Stamps Documentary Canceled

### GIS Map of Lynch Park, 55 Ober Street (Parcel ID #13-219)



**Property Information**  
 Property ID 13-219  
 Location 55 OBER ST  
 Owner CITY OF BEVERLY



**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**

City of Beverly, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 8/1/2018  
 Data updated 8/1/2018

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

### Aerial View of Lynch Park, 55 Ober Street (Parcel ID #13-219)



**Property Information**

Property ID 13-219  
Location 55 OBER ST  
Owner CITY OF BEVERLY



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

City of Beverly, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 8/1/2018  
Data updated 8/1/2018

Print map scale is approximate.  
Critical layout or measurement  
activities should not be done using  
this resource.



**Application for Determination of  
Historic Significance**

City of Beverly, Massachusetts  
**Historic District Commission**  
 City Hall, 191 Cabot Street, Beverly, MA 01915

Project Proponent: (Name and Contact Information)	City of Beverly c/o Emily Hutchings, Assistant Planning Director 191 Cabot Street Beverly, MA 01915
Name of Project:	Lynch Park National Register Nomination
Historic Name of Property:	David S. Lynch Memorial Park
Address of Project:	55 Ober Street
Year built:	Evans Carriage House: c. 1900 Marie Evans Rose Garden: 1911 Evans Landry Building: 1911 Landscape: 1886-current
Source for year built:	Historic Resource Survey (BEV.AU; attached), completed 2016 by Pamela Hartford and Wendy Frontiero for the Beverly Historic Districts Commission

Please submit six copies of this cover sheet and six copies of the following supporting materials:

- If listed on the State Register of Historic Places, a copy of the State Register of Historic Places or the Massachusetts Cultural Resource Information System (MACRIS) database showing the property name, address and listing status.

OR (if not listed on the State Register of Historic Places) all of the following:

- If available, a copy of the Massachusetts Historical Commission (MHC) Inventory Form
- A brief statement describing how the property is significant in the history, archaeology, architecture or culture of Beverly (no more than 500 words) – See inventory form BEV.AU continuation sheet 14.
- Color photographs of the project property (no more than 5) – See inventory form BEV.AU

*For Official Use Only:*

Date received: 11/4/21      BHDC Meeting date: 11/10/21

**DETERMINATION**

The Beverly Historic District Commission hereby certifies that:

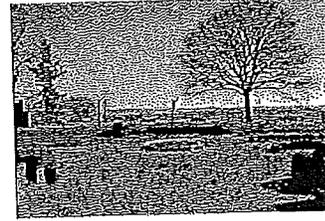
- The property is listed on the State Register of Historic Places
- The property has been determined by the BHDC to be significant in the history, archaeology, architecture or culture of Beverly. Meeting date: 11/10/21
- The property is not historically significant. Meeting date: \_\_\_\_\_

Signed: William Finch      Date: 11/15/21  
 William Finch, Chair

# Massachusetts Cultural Resource Information System

## Scanned Record Cover Page

Inventory No: BEVAU  
Historic Name: Lynch, David S. Memorial Park  
Common Name:  
Address:  
City/Town: Beverly  
Village/Neighborhood: Beverly Cove  
Local No:  
Year Constructed:  
Architect(s): Allen and Collens; Cabot, George B. and Associates;  
Frales, John P.  
Architectural Style(s):  
Use(s): Park  
Significance: Agriculture; Architecture; Art; Health Medicine; Landscape  
Architecture; Politics Government; Recreation  
Area(s):  
Designation(s):  
Building Materials(s):



The Massachusetts Historical Commission (MHC) has converted this paper record to digital format as part of ongoing projects to scan records of the Inventory of Historic Assets of the Commonwealth and National Register of Historic Places nominations for Massachusetts. Efforts are ongoing and not all inventory or National Register records related to this resource may be available in digital format at this time.

The MACRIS database and scanned files are highly dynamic; new information is added daily and both database records and related scanned files may be updated as new information is incorporated into MHC files. Users should note that there may be a considerable lag time between the receipt of new or updated records by MHC and the appearance of related information in MACRIS. Users should also note that not all source materials for the MACRIS database are made available as scanned images. Users may consult the records, files and maps available in MHC's public research area at its offices at the State Archives Building, 220 Morrissey Boulevard, Boston, open M-F, 9-5.

Users of this digital material acknowledge that they have read and understood the MACRIS Information and Disclaimer (<http://mhc-macris.net/macrisdisclaimer.htm>)

Data available via the MACRIS web interface, and associated scanned files are for information purposes only. THE ACT OF CHECKING THIS DATABASE AND ASSOCIATED SCANNED FILES DOES NOT SUBSTITUTE FOR COMPLIANCE WITH APPLICABLE LOCAL, STATE OR FEDERAL LAWS AND REGULATIONS. IF YOU ARE REPRESENTING A DEVELOPER AND/OR A PROPOSED PROJECT THAT WILL REQUIRE A PERMIT, LICENSE OR FUNDING FROM ANY STATE OR FEDERAL AGENCY YOU MUST SUBMIT A PROJECT NOTIFICATION FORM TO MHC FOR MHC'S REVIEW AND COMMENT. You can obtain a copy of a PNF through the MHC web site ([www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)) under the subject heading "MHC Forms."

Commonwealth of Massachusetts  
Massachusetts Historical Commission  
220 Morrissey Boulevard, Boston, Massachusetts 02125  
[www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)

This file was accessed on: Wednesday, October 27, 2021 at 10:37 AM

**FORM A - AREA**

Assessor's Sheets USGS Quad Area Letter Form Numbers in Area

13-219

Marble-Head N

BEV.AU  
BEV.AB

see data sheet

MASSACHUSETTS HISTORICAL COMMISSION  
MASSACHUSETTS ARCHIVES BUILDING  
220 MORRISSEY BOULEVARD  
BOSTON, MASSACHUSETTS 02125

**Town/City:** Beverly

**Place:** Beverly Cove

**Name of Area:** David. S Lynch Memorial Park

**Present Use:** Municipal Park

**Construction Dates or Period:** ca.1886 - 2016

**Overall Condition:** Fair

**Photograph**



Photo 1. View looking east from inside Rose Garden; Falconer Statue in center.

**Major Intrusions and Alterations:**

- Late 20<sup>th</sup> c bath house
- 21<sup>st</sup> century playground equipment
- Asphalt parking lot
- Attrition of Rose Garden features and plantings
- Evans Estate House demolished 1943
- Sohier House ("Monastery") burned 1966

**Acreage:** 15 acres

**Recorded by:** Pamela Hartford and Wendy Frontiero

**Organization:** Beverly Historic District Commission

**Date:** September 2016

**Locus Map (north at top)**



RECEIVED  
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MASS. HIST. COMM.

# INVENTORY FORM A CONTINUATION SHEET

BEVERLY

LYNCH PARK

MASSACHUSETTS HISTORICAL COMMISSION  
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area Letter Form Nos.

BEV.AU, BEV.AB

see data sheet

Recommended for listing in the National Register of Historic Places.

If checked, you must attach a completed National Register Criteria Statement form.

Use as much space as necessary to complete the following entries, allowing text to flow onto additional continuation sheets.

## ARCHITECTURAL DESCRIPTION

Describe architectural, structural and landscape features and evaluate in terms of other areas within the community.

The area comprising David S Lynch Memorial Park, 55 Ober Street (1943) was the site of several estates with separate owners from 1845 through 1917. The last owners, Robert and Marie Evans, shaped the 15-acre parcel into a designed landscape at the turn of the 20<sup>th</sup> century. A number of architectural and landscape features remain, including a long estate drive terminating in a loop, an impressive carriage house, a formal walled rose garden, a small laundry building, and numerous mature specimen trees. The city purchased the land for a municipal park in 1943.

Located on the south side of Ober Street in the Beverly Cove neighborhood, Lynch Park occupies most of a small peninsula that forms the northeast edge of Mackerel Cove and frames Beverly Harbor. The peninsula affords expansive views south across Beverly Harbor to Salem and Marblehead, west along the shoreline of Mackerel Cove, and east to Hospital Point and the Atlantic Ocean. The Park's present circulation system was shaped by the owners of several nineteenth century estates in this location. The City of Beverly purchased the site in 1943 with funds from a bequest by resident philanthropist David. S. Lynch (1859 -1942). At the time of purchase, there were two estate houses (no longer extant), but the historic structures and features that remain – including the Evans Carriage House (ca 1900), the Marie Evans Rose Garden (1911), and the Evans Laundry Building (1911) – as well as a variety of mature trees and the long curving drive, evoke an elegant nineteenth century setting.

These structures congregate in the southern third of the site, which extends into Beverly Harbor. The rest of the Park is essentially open land, with a 200-car asphalt parking lot, an open grassy area for informal athletics, and access to the Mackerel Cove beach, all on the west side of the main, north-south drive (Photo 3). East of the drive is a rolling, open, grassy landscape with several groups of trees, including remains of an orchard and a group of weeping beeches. Another group of mature beeches is located in the northwest corner of the park. (Photo 4)

Ober Street, which follows the coastline of the northeast end of Mackerel Cove, includes some eighteenth century dwellings and nineteenth century summer houses, but is characterized largely by early to mid 20<sup>th</sup> century residential infill. Along Ober Street, Lynch Park's northern boundary is marked by a three-foot high, cut granite stone wall with heavy granite capstones. Entrance to the Park is made through the Burgess Stone Wall Entrance (1886), comprised of two curved granite walls that terminate in four-foot high square piers topped with a granite cap. (Photo 2)

The David S. Lynch Bandshell (1968) and a Bathhouse (late 20<sup>th</sup> c) have been placed at the south end of the athletic field, which doubles as a gathering space for concerts. Immediately south of the Shell, the drive splits in front of a circular planter, diverging to the Carriage House on the west, and continuing east where it resolves in a loop around the peninsula. A brick pedestrian walkway surrounds a granite-edged planter, which contains the Venetian Wellhead (1911, BEV.906). (Photo 11)

South of the Carriage House is a raised area shared by the Play Structure/Splash Park (late 20<sup>th</sup> c.) and the Evans Laundry Building (ca. 1910). On the west of the drive leading to the Laundry Building is a ten-foot section of Evans Stable Entry Walls (ca. 1900), which is built of small mortared fieldstones in a rustic style with round posts; both the posts and the wall are crenellated. On the opposite side of the drive, the Burgess Stone Wall Entrance (1886) begins with a similar crenellated post, extends ten feet, then makes a turn to the left and extends along the edge of a small parking area south of the Laundry Building. (Photo 8)

Continuation sheet 1

## INVENTORY FORM A CONTINUATION SHEET

BEVERLY

LYNCH PARK

MASSACHUSETTS HISTORICAL COMMISSION

Area Letter Form Nos.

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

BEV.AU, BEV.AB

see data sheet

The peninsula area features a broad, even plateau, the site of the former Evans Estate house. (Photo 6) An asphalt-paved walking path traverses the perimeter of the plateau, with evenly spaced benches facing out to the views. (Photo 7) Benches line the perimeter adjacent to the walk. A brick path, which meets the drive where it splits in a loop, leads to Marie Evans Rose Garden (1911). (Photo 12)

## Architecture and Features

The east-facing Evans Carriage House (ca. 1900) is an imposing, two-story Classical Revival building. The tripartite main block is composed of a projecting gable-roofed central entry pavilion, flanked by three-bay, flat-roofed wings. The building is extended further by secondary, one-story, single-bay wings on either side of the main block. (Photos 9 & 10) While the front of the building sits at grade, the land slopes steeply down along the side elevations to a partially-exposed basement level. The rear of the building sits at the water's edge atop a granite seawall that extends along most of the perimeter of the peninsula. On the east elevation, the entrance bay is sheathed in flush board and is dominated by a two-part entry. Carriage doors have been replaced by a modern double-door entry flanked by sidelights and topped by a transom. Above this, paired, six-light loft doors are set in a half-round arch with keystone. The entry pavilion is flanked by paired, two-story pilasters; a clock is centered in the gable above. The main block wings are clad in wood shingles and appear to have altered openings. Four of six original round oculus windows with keystones survive in the second story. The first story retains original six light windows with distinctive eared surrounds; another of these casings survives on the south secondary wing. The northern-most bay holds a modern service opening with wooden overhead door; the adjacent north secondary wing has a similar service opening. Pilasters decorate the outer ends of the main block wings; the outer corners of the secondary wings are trimmed with quoins. The water-facing rear elevation retains paired and single sash windows.

The Evans Laundry Building (ca. 1910) is a 1 ½ story, wood-frame building sheathed in clapboards that sits on a raised brick foundation. Its steeply-pitched, side-gable roof is pierced by three gabled dormers on each slope; a single, off-center brick chimney rises just behind the ridge line. The east (façade) elevation contains a central entry with a modern door, accessed by modern wooden stairs and flanked by two modern single windows on one side and a paired modern window on the other. The south elevation has a central secondary door sheltered under a small projecting gabled entry hood supported by decorative brackets. Larger decorative brackets support the returns on the projecting gable overhangs. Paired double-hung sash and triple single-sash windows are modern replacements. (Photo 8)

The Marie Evans Rose Garden (1911) is a 50 foot by 100 foot rectangular space designed by the architecture firm Allen and Collens. Brick walls frame the northwest, south and southeast sides, with the west side open to views of the ocean. A brick walk bordered with clipped evergreen shrubs and occasional benches surrounds a sunken space that is divided into quadrants and bisected by a wide cross axis of turf panels. (Photo 15) Within the sunken garden are flower beds divided by narrow strips of turf, bordered with low boxwood hedging. (Photo 12) At the north end of the garden, a raised terrace features a cinquefoil shaped concrete pool planted with flowers, set against a brick retaining wall supporting an upper terrace. (Photo 17) On the upper terrace is a columned Rose Garden Pavilion (1911) with a slate-covered hipped roof. (Photo 13) The architecture of the garden displays a high degree of craftsmanship throughout, with extensive detailing. The brick wall is a complex structure with a variety of forms, shapes, and patterns integrated into the brick wall. Numerous sculpted forms in cast concrete range from decorative scrollwork to coping on top of walls. A decorative bench and Marble Lions (BEV.911) suggest that a rich program of sculpture once prevailed throughout the garden. (Photo 15).

The Falconer (1911, BEV.946), a bronze statue on a white marble base, is a slightly smaller copy of the original statue set in Central Park near 72<sup>nd</sup> Street, New York, which the Evans family could see from their apartment on Central Park West. Designed in 1872 by sculptor George Blackall Simonds (1844-1929), who was Master of the English Art Workers Guild from 1884 - 1885, the Falconer is referred to as his best work. Mrs. Marie Evans commissioned the copy and erected it in her husband's memory as a focal point of the Rose Garden. The statue depicts an Elizabethan-costumed youth striding forward with his right leg while releasing a falcon from his outstretched left hand.

# INVENTORY FORM A CONTINUATION SHEET

BEVERLY

LYNCH PARK

MASSACHUSETTS HISTORICAL COMMISSION

Area Letter Form Nos.

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

BEV.AU, BEV.AB

see data sheet

The David S. Lynch Bandshell (1968) is a simple geometric form consisting of two angled walls of concrete block supporting a cantilevered flying wedge roof, set on a fifty square foot scored concrete pad. The walls are slightly battered on either end. The asphalt-shingled roof has aluminum fascia and a painted wood interior ceiling with a combination of fixed can lights and adjustable spotlights. (Photo 16)

## HISTORICAL NARRATIVE

*Explain historical development of the area. Discuss how this relates to the historical development of the community.*

In 1845, John Amory Lowell (1798-1881), scion of the Boston Lowell family and first trustee of the Lowell Institute, bought the western half of Woodbury Point, totaling 23 acres, from Cornelius Woodbury, a member of one of Beverly's oldest families. Lowell built a large comfortable gable-end block with a center chimney, set on the center of the southern tip of the peninsula. In 1865 he sold the property to Benjamin F. Burgess. Burgess (1819-1901) lived in Boston and operated Benjamin Burgess & Sons in the Merchant Exchange building with the oldest of his six sons. Burgess was considered one of the most extensive traders in the West Indies in New England. He made improvements to Lowell's earlier house, laid out the extant Burgess Estate Drive to it, and created the curving Burgess Stone Wall Entrance (1886), as depicted on an 1886 survey (Ellis, 1886). On this 1886 survey, the entire parcel, which extended east to Woodbury Street, was surrounded by a low stone wall all the way down to the water, becoming a seawall that frames the peninsula. The survey records existing openings in the wall, its gracious wide entry, and the graded, curving Estate Drive that Burgess designed. Sections of the wall surrounding the original parcel are still extant beyond the Lynch Park property line, extending westward along Ober Street to Woodbury Avenue, where it turns south and continues along the east side of Woodbury Avenue.

Burgess suffered significant losses in the financial crash of 1873, after which he began to divide up the estate, first selling parcels in the north and west areas of the site. In 1888, Burgess sold a parcel straddling the drive north of his house, allowing access to both coasts of the peninsula, to Albion B. Turner, a Boston banker. Turner built a large shingle style house as well as a barn, in close proximity to Burgess's barn. Turner sold the house and barn to John Stetson, Jr. (1834-1896) in 1893. Turner, a New York theatrical producer who came to Boston to manage the Globe Theatre, built a dock, a gazebo and an enormous boathouse (none extant) on the east side of the peninsula before he died in 1896. Although his tenure on the peninsula was short, and none of the structures remain, his house became known as the "Stetson Cottage" and achieved fame when it became the summer White House for President Taft in 1909 and 1910. (Figure 1)

By 1897, the land that now forms Lynch Park was divided into the estates of W. O. Grover and E. P. Sohler at the north, along Ober Street; John Stetson and William D. Sohler in the middle; and R. D. Evans at the southern tip. (Figure 1)

In 1890, Burgess sold his house and outbuildings to Robert Dawson Evans (1845-1909) and his wife, Marie Antoinette Hunt Evans (1845-1917). Evans was self-made man who came from New Brunswick, Canada, first working at Eagle Rubber Company. He eventually owned his own company, Clapp, Evans and Co., which became the American Rubber Company (now Uniroyal). After retirement his interests turned to mining, where he made an additional fortune. Evans's substantial contribution to Boston was the building of the Museum of Fine Arts, which he oversaw as Director from 1907 to his death in 1909. The columned, classical wing of the museum that overlooks the Back Bay Fens was completed with the substantial support of Evans's wife in 1916, and named the Evans Memorial Wing.

The Evanses purchased the Stetson property in 1896, enlarged the house, and built the Evans Carriage House between 1897 and 1907. In 1909, while President Taft was in residence at the Stetson Cottage, Robert Evans died of injuries sustained from a horseback riding accident. After President Taft ended his summer residence in 1910, Mrs. Evans had the Stetson Cottage moved across the Harbor to Peaches Point in Marblehead and hired the architectural firm of Allen and Collens to design the Marie Evans Rose Garden (1911) on the site of the Stetson Cottage.

Francis R. Allen (1844-1931) was in partnership with Herbert P. Kenway when they designed a house at 324 Beacon Street in Back Bay (not extant) for Mr. and Mrs. Evans in 1888. Allen graduated from MIT and attended the Ecole de

# INVENTORY FORM A CONTINUATION SHEET

BEVERLY

LYNCH PARK

MASSACHUSETTS HISTORICAL COMMISSION

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Beaux Arts in Paris. After Kenway died in 1890, Allen worked as a sole practitioner until 1896, when he joined with J. McArthur Vance, practicing in Pittsfield. In 1902 Allen formed a partnership with Charles W. Collens (1873-1976) that lasted until Allen's death in 1931. Known especially for their Gothic style churches and hospitals, the firm also had a strong background in the classical vocabulary, producing such work as the Back Bay branch of State Street Bank, 1902 (BOS.2629), a one-story neoclassical building on the corner of Boylston and Massachusetts Ave, now owned by Berklee School of Music.

The Marie Evans Rose Garden includes many of the elements that were employed in the creation of Italian villa gardens of the Renaissance. The sketches and photographs in Charles Platt's (1861-1933) *Italian Gardens* (1894), and descriptions of their spatial arrangements and details in Edith Wharton's (1862-1937) book, *Italian Villas and Their Gardens* (1904), were highly influential and contributed substantially to the resurgence of formal garden design in the United States. Platt's Faulkner Farm (1901) designed for Mary and Charles Sprague in Brookline, Edith Wharton's own 'giardano segrato' at her estate in Lenox, The Mount (1901), which was designed by Beatrix Farrand, were early and influential examples of the formal garden fitted into a larger estate. Mrs. Evans's 'giardano segreto' exists as a separate entity from the house and the larger landscape, but also served to mediate the enormous open view of the peninsula, creating intimacy and human scale through framing devices such as columns, trellises, and openings in walls. The planting of many types of trees also serve to break up the open panorama into many different pictures seen from a great variety of vantage points. (Photo 21, Figure 2). Within the garden, the incorporation of many finely crafted details, the change in levels, and the variety of plantings and water provide an intimate scale to what would otherwise be a vast space. (Figure 3)

In 1912, Mrs. Evans made alterations to the Carriage House, and in 1915 she purchased the W. O. Grover Estate abutting Ober Street and the long drive to the east. (Figure 1) When Mrs. Evans died in 1917, the estate was inherited by her two unmarried sisters, Abby White Hunt (1849-1933) and Frances Emily ("Belle") Hunt (1864-1936), who spent summers there until their deaths. Belle Hunt purchased Mrs. E. Sohier's estate in the northeast corner of the present park in 1927 (Figure 1) and began a series of additions and modifications to its existing house using imported and found artifacts. The Sohier house (not extant) was subsequently nicknamed the "Monastery", due to the front doors, which allegedly were taken from a monastery. After years of a variety of uses, including a tea room, artists guild, and youth center, the Sohier house burned in 1966.

At Belle Hunt's death in 1936, the entire Evans property was willed to Beverly Hospital, which used it for a convalescent home until the City acquired it in 1943. The Evans house was demolished in the same year. The City acquired the property using a bequest from local businessman and philanthropist David S. Lynch (1859-1942) to purchase what is now Lynch Park.

Born in Beverly, David Lynch and his brothers Patrick and William established the Welch Morocco Manufacturing Company on River Street in Salem, developing a new process in tanning leather. After retiring from manufacturing, David became vice president of the Beverly Savings Bank. He willed \$400,000 to the City of Beverly to be used for the purchase and maintenance of municipal parks. After acquiring the land, the City formed an advisory group, the Lynch Park Overseers, to work in tandem with the Beverly Improvement Society, which continues to use interest generated by the David S. Lynch Fund to support annual plantings in the Rose Garden.

In 1946, Miss Mary Bell, long a member of the Tree Committee of the Beverly Improvement Society, together with committees from the Beverly Garden Club and the Friendly Garden Club, took on the project of identifying and marking all the trees in the park, hiring Robert Williams from the Arnold Arboretum to conduct a survey.

In 1950 the firm of George B. Cabot and Associates in Boston was hired to do a park plan. The plan has not been located, and it is unknown at this point what, if any, improvements were made based on the plan, but several recommendations, such as creating a bandshell, an improved parking lot and a bathhouse, were implemented.

# INVENTORY FORM A CONTINUATION SHEET

BEVERLY

LYNCH PARK

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In the 1968, the David S. Lynch Shell was designed by John P. Frates (b. 1926), a Beverly resident who practiced with Maginnis, Walsh and Kennedy in Boston. The flying wedge design of the bandshell was a popular mid-century modern approach to such utilitarian structures as filling stations.

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BEVERLY LYNCH PARK

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## AREA DATA SHEET

MHC #	Parcel ID	Street Address	Historic Name	Date	Style
BEV.AU	13-219	55 Ober Street	David S. Lynch Memorial Park	1943	N/A
BEV.9002			Burgess Stone Wall Entrance	1886	N/A
BEV.9003			Burgess Estate Drive	1886	N/A
BEV.1213			Evans Carriage House	ca.1900	Colonial Revival
BEV.9004			Evans Stable Entry Walls	ca. 1900	N/A
BEV.1214			Evans Laundry Building	ca. 1910	Victorian Eclectic
BEV.9005			Marie Evans Rose Garden	1911	Renaissance Revival
BEV.9006			Rose Garden Pavilion	1911	Renaissance Revival
BEV.911			Marble Lions	1911	Classical Revival*
BEV.946			<i>The Falconer</i>	1911	Classical Revival*
BEV.906			Venetian Wellhead (Grecian Urn)	1911	N/A*
BEV.907			Figure of Woman Carved on Tree Trunk		Not extant*
BEV.1215			David S. Lynch Bandshell	1968	Mid-century Modern
BEV.1216			Bathhouse	late 20 <sup>th</sup> c	Utilitarian
BEV.9007			Play structure/ Splash park	late 20th c	N/A

\* Four sculptures in Lynch Park were identified through the Save Our Sculpture program and previously assigned MACRIS numbers. BEV.907 is no longer extant. BEV.906 was called a "Grecian Urn". Upon examination, however, a more accurate title for this sculpture would be "Venetian Wellhead". The dates given for these sculptures represent the earliest date when they would have been placed in the Evans landscape. Dates of creation for the Marble Lions and the Venetian Wellhead are not currently known.

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LYNCH PARK

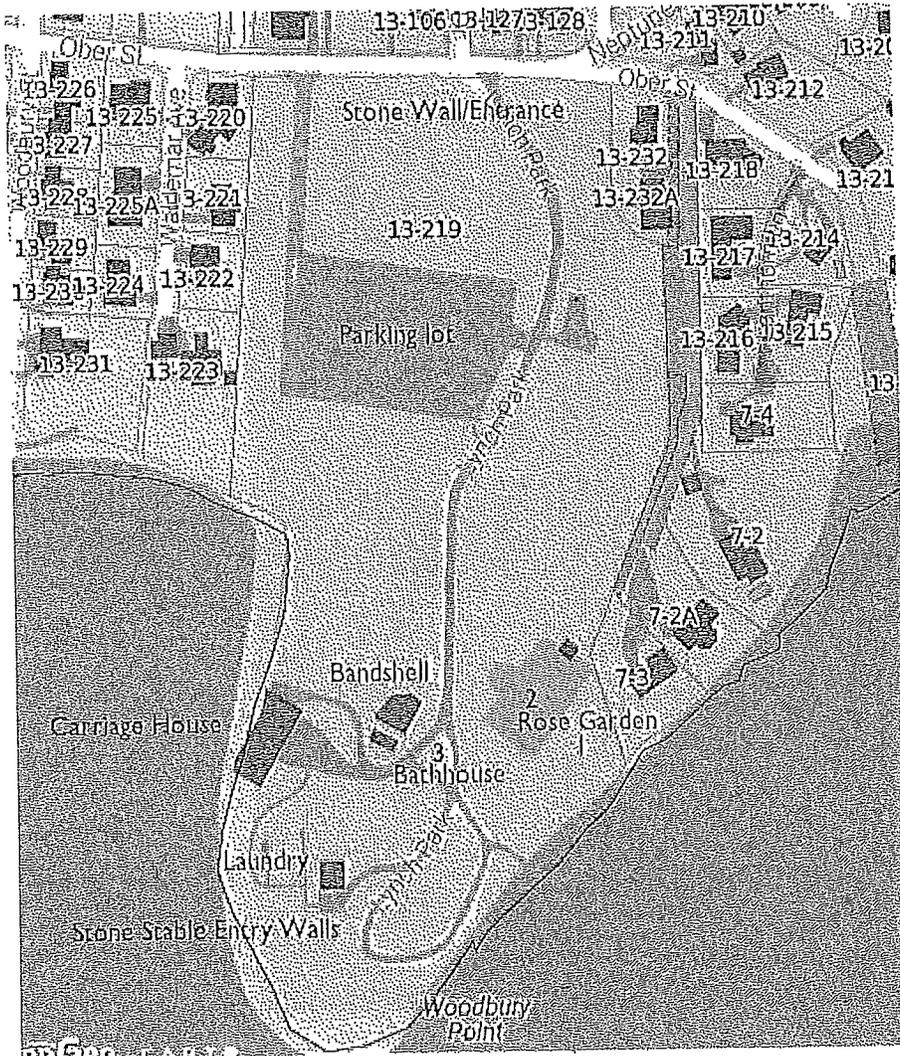
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## SKETCH MAP (north at top)



### Sculpture:

1 Falconer

2 Marble Lions

3 Venetian Wellhead  
(Grecian Urn)

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220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

BEVERLY

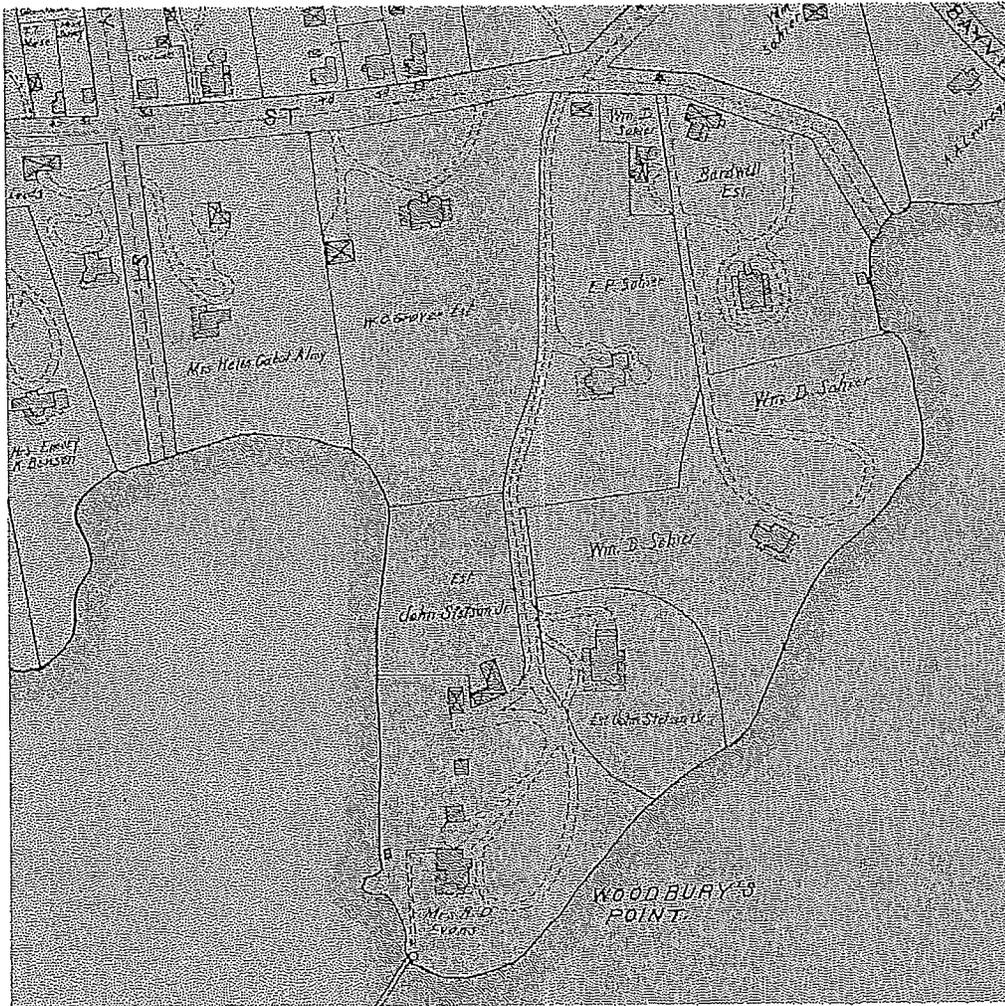
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**Figure 1.** 1897 map of site (north at top) (Source: Walker, Atlas of City of Beverly.)



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**SUPPLEMENTAL IMAGES**



Photo 2. Burgess Stone Wall Entrance to Lynch Park, looking south.



Photo 3. Looking west from Burgess Estate Drive to remains of orchard, beech trees in upper left.



Photo 4. Parking lot, looking south; Bandshell at center, Carriage House at right.

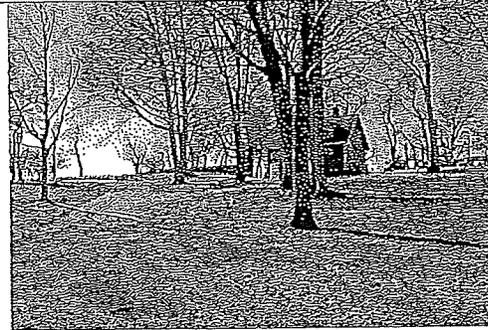


Photo 5. Drive looking south toward Evans Laundry Building and high point of peninsula.

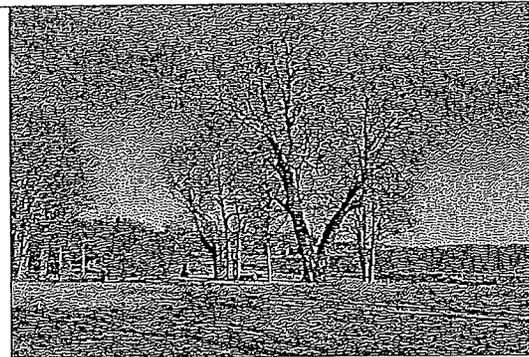


Photo 6. View north from site of Evans Estate on high point of peninsula, with Hospital Point in the distance.



Photo 7. View at southern tip of peninsula; Marblehead in distance on right; stand of locust trees in center.

INVENTORY FORM A CONTINUATION SHEET

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Photo 8. View west towards Evans Stable Entry Walls and Evans Laundry Building.



Photo 9. Evans Carriage House, looking southwest.

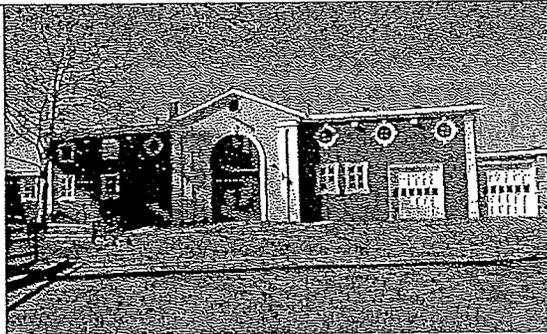


Photo 10. East (façade) elevation of Carriage House.



Photo 11. Circular planter with Venetian Wellhead, looking east; Marie Evans Rose Garden entrance at left.



Photo 12. Entrance to Marie Evans Rose Garden, looking northwest. Rose Garden Pavilion in background at center.

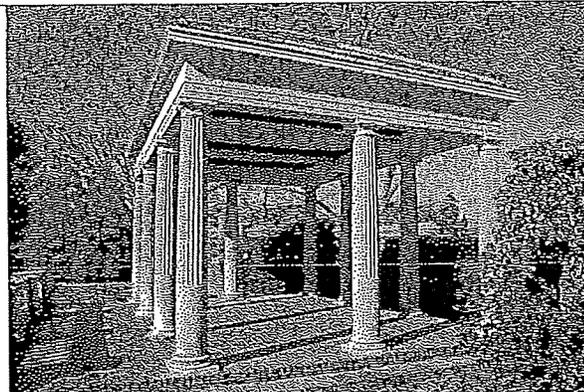


Photo 13. Rose Garden Pavilion, looking north

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Photo 14. View across Marie Evans Rose Garden, looking north.

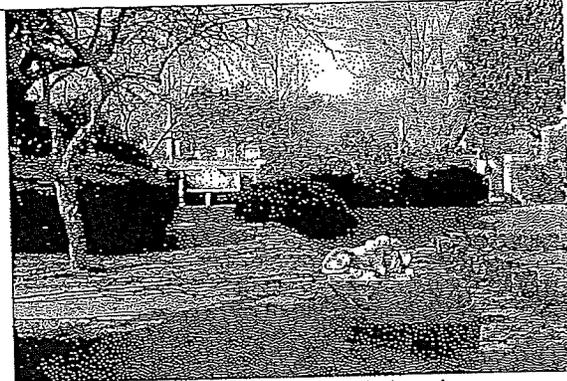


Photo 15. Marble Lion sculptures at steps to sunken level of Marie Evans Rose Garden.



Photo 16. Contemporary aerial view of Marie Evans Rose Garden

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LYNCH PARK

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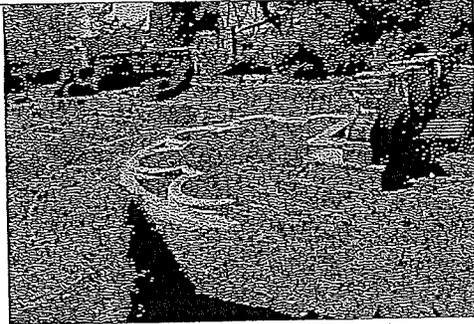


Photo 17. Cinquefoil pool in Marie Evans Rose Garden, looking southeast.

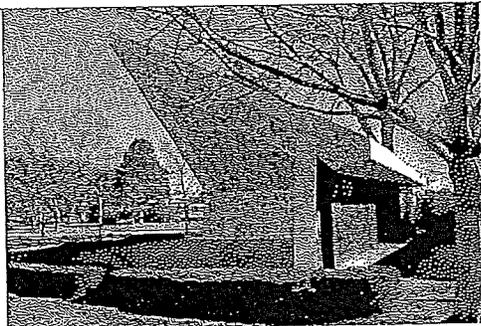


Photo 18. Bandshell, looking west

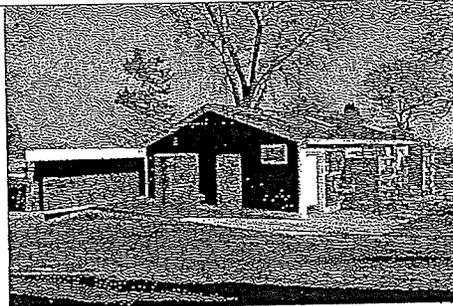


Photo 19. Bathhouse, looking northwest

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Photo 20. Falconer sculpture.

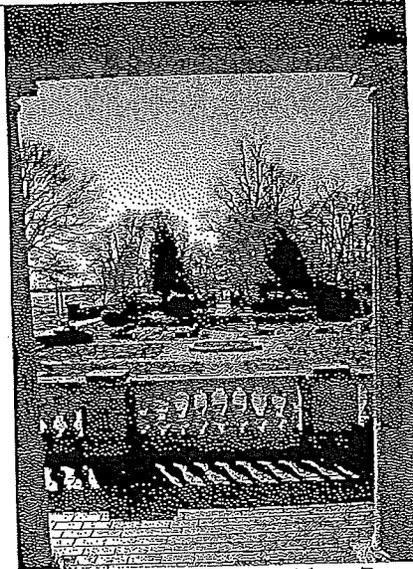


Photo 21. View looking southwest from Rose Garden Pavillon.

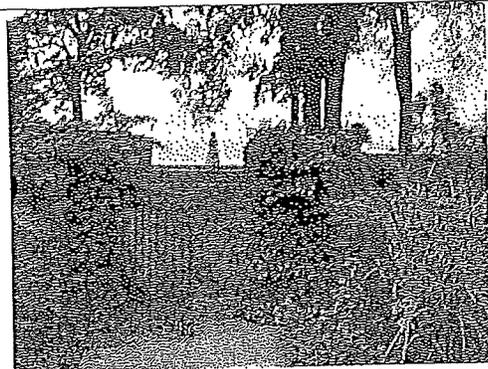


Figure 2. 1913 view east from Marie Evans Rose Garden. Photo by T. E. Marr, courtesy Beverly Historical Society.

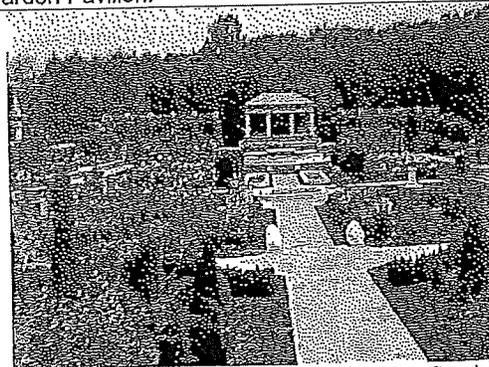


Figure 3. 1913 view of Marie Evans Rose Garden. Photo by T. E. Marr; Courtesy Beverly Historical Society

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BEVERLY

LYNCH PARK

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**National Register of Historic Places Criteria Statement Form**

Check all that apply:

- Individually eligible       Eligible only in a historic district
- Contributing to a potential historic district       Potential historic district

Criteria:     A     B     C     D

Criteria Considerations:     A     B     C     D     E     F     G

Statement of Significance by Wendy Frontiero

*The criteria that are checked in the above sections must be justified here.*

Lynch Park is an iconic symbol of Beverly, representing its status as a premier public park and its role in the history of summer estates in Beverly from the mid 19<sup>th</sup> through mid 20<sup>th</sup> centuries. The property was notably associated with President William Howard Taft, who summered here for two years during his presidency (although the house he occupied is no longer extant on this site), and with the prominent Boston businessman and philanthropist, Robert Dawson Evans, and his wife Marie Evans. Although the primary residences that existed on this property in the late 19<sup>th</sup> and early 20<sup>th</sup> century have not survived, the property retains significant historic design features in its long estate drive, stone boundary walls, large carriage house, small ancillary structure (a laundry building), formal walled rose garden, expansive lawns, and numerous mature specimen trees.

Retaining integrity of location, design, setting, materials, workmanship, feeling, and association, Lynch Park is recommended for listing in the National Register with significance at the local level under Criteria A and C.

NO. 076



The Commonwealth of Massachusetts  
William Francis Galvin, Secretary of the Commonwealth  
Massachusetts Historical Commission

November 5, 2021

Emily Hutchings  
Assistant Planning Director  
Beverly Planning Department  
City of Beverly  
191 Cabot St.  
Beverly, MA 01915

RE: David S. Lynch Memorial Park, Beverly

Dear Ms. Hutchings:

In response to your request on behalf of the City of Beverly, staff of the Massachusetts Historical Commission have looked at the David S. Lynch Memorial Park (BEV.AU) to see whether, in our opinion, it meets the criteria for listing in the National Register of Historic Places.

The 15-acre David S. Lynch Memorial Park, 55 Ober Street, was the site of several estates from 1845 until 1917. The last owners, Robert and Marie Evans, created a designed landscape at the turn of the 20<sup>th</sup> century. A number of estate-period features remain, including a drive, a carriage house, a laundry building, stone walls, and a walled rose garden. The survival of estate outbuildings is especially rare. The land was purchased by the city for a municipal park in 1943, and modifications made to the landscape since that time include the construction of a bandshell (1968) and a bathhouse (late 20<sup>th</sup> century).

The David S. Lynch Memorial Park retains integrity of location, design, setting, materials, workmanship, feeling, and association. The period of significance would begin with the earliest extant resources, the Burgess estate stone wall entrance and carriage drive (1886), and end in 1968, the year of the construction of the bandshell. It meets National Register Criteria A and C at the local level and is significant in the Areas of Community Planning & Development, Social History, Architecture, and Landscape Architecture. To establish significance under the chosen Criteria/Areas, a National Register nomination would need to provide context for the estate era in Beverly, both for landscapes and buildings, and for public parks. These contexts will provide a perspective from which to evaluate the park's resources and to make the case as to why they represent significant local illustrations of the chosen Areas.

With this eligibility opinion, the preparation of a National Register nomination may now commence. MHC strongly recommends that, due to the highly technical nature of the National Register program, the city work with a preservation consultant experienced with the National

220 Morrissey Boulevard, Boston, Massachusetts 02125  
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[www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)

Register requirements and the nomination process. Because of the strong interest in the program across the state, the timeframe for listing of a completed nomination generally is eighteen months to two years.

We look forward to working with the city of Beverly and its historical commission in securing National Register recognition for the David S. Lynch Memorial Park. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Betsy Friedberg".

Betsy Friedberg  
National Register Director  
Massachusetts Historical Commission

Cc: William Finch, Chairperson, Beverly Historical Commission



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Massachusetts Historical Commission

December 10, 2021

Emily Hutchings  
City of Beverly Planning Department  
191 Cabot Street  
Beverly, MA 01915

Dear Emily:

At its December 8th meeting the Massachusetts Historical Commission (MHC) reviewed the City of Beverly's Letter of Intent (pre-application) for **Fiscal Year 2022 Survey and Planning Grant** funds. MHC is pleased to invite you to submit a full application for the Lynch Park National Register Nomination. At this time the MHC is inviting you to submit a full application for the amount of \$6,000. Please note that the submission deadline is **Monday, February 7, 2022**. Full application materials are enclosed. Note that a letter of support from the Beverly Historic Districts Commission is required.

In the FY22 grant round MHC received thirty-two (32) pre applications requesting a total of \$450,340. MHC's FY22 federal funding allocation has not yet been established. MHC must award a minimum of 10% of its federal funding for FY22 to Certified Local Governments. Seven (7) CLG and fourteen (14) non-CLG projects have been invited to submit full applications for the FY22 round, for projects requesting a total of \$334,500. The City of Beverly's application falls in the Non-CLG category.

Your full application will be given every possible consideration, but funds are limited, and grants are awarded on a competitive basis. This invitation to submit a full application is not an assurance of project funding, or of the level of funding that MHC may offer, should a grant be awarded.

We strongly recommend that all invited applicants review their proposed project with MHC staff prior to preparing and submitting the full application. Within the upcoming weeks, please contact Ben Haley, National Register Program Preservation Planner, to discuss in more detail the development of the scope of work and budget for your project. As we are largely working remotely, please email him to set up a phone conversation at [ben.haley@sec.state.ma.us](mailto:ben.haley@sec.state.ma.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Steinitz".

Michael Steinitz  
Deputy State Historic Preservation Officer  
Director, Preservation Planning Division  
Massachusetts Historical Commission

Encls.

xc (w/out encl): William Finch, Beverly Historic Districts Commission

220 Morrissey Boulevard, Boston; Massachusetts 02125  
(617) 727-8470 • Fax: (617) 727-5128  
[www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)

WENDY FRONTIERO, R.A.  
*Architect and Preservation Consultant*  
120 Maplewood Ave., Apt. 204 • Gloucester, Mass. 01930  
tel. 617 • 290 • 8076  
e-mail wfrontiero@alum.mit.edu

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3 January 2022

Emily Hutchings, Assistant Planning Director  
City of Beverly  
191 Cabot Street  
Beverly, Mass. 01915

Dear Emily:

This letter constitutes a preliminary quote for preparing a National Register nomination for Lynch Park, located at 55 Ober Street.

The project will comprise site inspection, research, documentation, and submittal of a complete National Register application to staff of the Massachusetts Historical Commission (MHC). The application will include all required narrative descriptions and photography. Assistance from the City of Beverly is requested to produce final required maps, including a sketch map showing major features within the park and a USGS map locating the property. One round of review and comment on the initial draft with the City of Beverly is included, after which I will submit the final draft to the City and to MHC. If more than one person within the City of Beverly reviews and comments on the preliminary draft, all comments must be compiled into one stand-alone document.

It is understood that MHC has provided an opinion of eligibility for the individual listing of Lynch Park in the National Register. Should any further negotiations with MHC for submitting a National Register nomination for this property be required, they would be handled as additional services, at an hourly rate of \$125. The scope of work also does not include any public hearings or presentations other than to MHC's State Review Board, as described below.

All editing required by MHC staff and all appropriate and necessary coordination with MHC staff will be provided, along with a presentation (if required) at a quarterly meeting of MHC's State Review Board, where nominations are reviewed and approved for forwarding to the National Register office in Washington. The process for listing generally takes 18 months to two years after submittal of a completed nomination to MHC.

For purposes of a preliminary quote, the fee for this work would be \$20,000. The actual fee would be based on the final scope of work issued for the project. This figure is based on the nature of the property— which includes more than a dozen landscape features, structures, objects, and buildings— as well as MHC's opinion of eligibility for the National Register, which

requires the development of substantial contexts for the estate era in Beverly (covering both landscapes and buildings) and for public parks.

The time frame for this project would be six to eight months from receipt of a notice to proceed (an executed contract) to submittal of a final draft nomination. A three-week period for receiving comments on the preliminary draft from the City of Beverly is assumed.

Please let me know if you have any questions or need further information. Thank you for your consideration!

Sincerely,

*wendy frontiero*

Wendy Frontiero





**CITY of BEVERLY**  
**HISTORIC DISTRICTS COMMISSION**

*191 Cabot Street*  
*Beverly, Massachusetts 01915*  
*Phone (978) 921-6000*  
*Fax (978) 921-6187*

NO. 0767

*Mayor*

*Michael P. Cahill*

*Chairperson*

*William Finch*

*Members*

*Gregory A. Howard*

*Suzanne LaMont*

*John Leahy*

*Caroline Baird Mason*

*Wendy Pearl*

January 27, 2022

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

At the January 26, 2022 regular meeting of the Beverly Historic Districts Commission (HDC), the members reviewed the request by the Beverly Planning Department to apply for CPA monies to partially fund a National Register Nomination for the historic Lynch Park. The Commission voted unanimously to endorse this request for funding.

Lynch Park is a unique and accessible historic site, which boasts many rare landscape features as well as a historic carriage house. The HDC had previously determined that the site is significant to the architectural, recreational, and institutional history of Beverly, and would like to take this opportunity to emphasize its importance. Nominating Lynch Park to the National Register of Historic Places will highlight the property and its history, and will provide an educational resource for residents and visitors who are interested in the park. National Register status will also enable the City to apply for future grant funding for rehabilitation efforts, which will continue the protection and preservation of this important resource.

Thank you for the opportunity to comment on this project. If you have any questions or concerns, please contact Assistant Planning Director Emily Hutchings at [ehutchings@beverlyma.gov](mailto:ehutchings@beverlyma.gov).

Sincerely,

William Finch, Chairman  
Beverly Historic Districts Commission

cc: Planning Department



January 24, 2022

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

I am pleased to submit this letter of support for the Lynch Park National Register Nomination project. Lynch Park is a historically and culturally significant site in Beverly, and its accessibility to the public strengthens its value. The Park is beloved by Beverly residents and visitors and the setting for many community events such as Beverly Homecoming. The retained carriage house, formal rose garden, rolling lawns, and coastal location all add to its unique character and both intrinsic and extrinsic value.

In spite of the property's retention as a public park and the preservation of remaining historic features, the property is in need of restoration efforts, particularly the historic Carriage House. Nominating the site to the National Register of Historic Places will further highlight one of Beverly's treasures and will enable the City of Beverly to apply for grant funding for historically appropriate rehabilitation efforts on the property. As the custodians of the city's history, we support efforts to properly care for this critically important community gathering space that has been, and will continue to be, the setting for so many precious memories.

Thank you for the opportunity to comment on this project.

Sincerely,



Susan J. Gogonian  
Director

cc: Planning Department



*CITY OF BEVERLY*  
*City Council*

**COUNCILOR AT LARGE**

Julie R. Flowers, City Council President  
Hannah L. Bowen  
Brendan S. Sweeney

**WARD COUNCILORS**

Ward 1 Todd C. Rotondo, Vice President  
Ward 2 Estelle M. Rand  
Ward 3 Stephen M. Crowley  
Ward 4 Scott D. Houseman  
Ward 5 Kathleen M. Feldman  
Ward 6 Matthew J. St. Hilaire

January 12, 2022

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

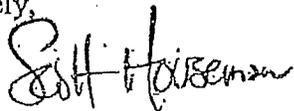
I am writing to support the Lynch Park National Register Nomination project, which your committee is considering for CPA funding. Lynch Park is a significant cultural and historic asset for Beverly. As such, it warrants both the nomination and the resulting opportunity to apply for and receive grant funding for historically appropriate rehabilitation efforts on the property.

The property is owned by the City of Beverly and is accessible and used as a public park. The carriage house, formal rose garden, rolling lawns, and coastal location all add to its unique character and both intrinsic and extrinsic value.

In spite of the property's status as a public park and the preservation of remaining historic features, the property is in great need of restoration efforts. This is particularly the case for the Carriage House. Nominating the site to the National Register of Historic Places will support efforts to preserve one of Beverly's treasures for all of today's and future Beverly residents.

Thank you for the opportunity to comment on this project.

Sincerely,



Scott Houseman  
City Councilor, Ward 4

cc: Planning Department





City of Beverly  
 Community Preservation Committee  
 c/o Planning and Development Department  
 Beverly City Hall, 191 Cabot Street  
 Beverly, MA 01915

NO. 076

Staff Contact: Denise Deschamps Email: [ddeschamps@beverlyma.gov](mailto:ddeschamps@beverlyma.gov) Phone: 978-605-2356  
 CPC Website: <https://ma-beverly.civicplus.com/409/Community-Preservation-Committee>

**2021-2022 CPA PROJECT FUNDING APPLICATION**

**Deadline:** Ten double-sided copies and one electronic copy in PDF format of the application and supporting materials must be submitted on or before **Noon on Tuesday January 11, 2022** to the address above.

**Section 1: General Information**

Project Title: New Tennis Courts @ Kimball-Haskell (Cove) and Cahill Parks Date: 1/10/22  
 Project Location/Address: 225 E. Lothrop Street & 9 Hull Street, Beverly, MA 01915

Name of Applicant: <u>Bruce M. Doig</u> Organization: <u>Beverly Recreation Department</u> Contact Person: <u>Bruce Doig</u> Mailing Address: <u>55 Ober Street, Beverly, MA 01915</u> Telephone: <u>(978) 921-6067</u> Email: <u>bdoig@beverlyma.gov</u>	<b><u>NAME OF OWNER IF DIFFERENT FROM APPLICANT</u></b> Name of Owner: <u>City of Beverly</u> Mailing Address: <u>191 Cabot Street, Beverly, MA 01915</u> Telephone: <u>(978) 921-6000</u> Email: <u>mayorcahill@beverlyma.gov</u>
--	--

**Section 2: CPA Project Category and Purpose**

Please CHECK all CPA Categories and Purposes that you believe apply to this project. Refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes:

CPA CATEGORY - OPEN SPACE	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration**

CPA CATEGORY - RECREATION	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input checked="" type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY - HISTORIC RESOURCES	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY - COMMUNITY HOUSING	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Support
<input type="checkbox"/>	Rehabilitation/Restoration**

\*\*If acquired with CPA funds

### Section 3: Budget and Funding Request Summary Information

Total Project Cost: \$600,000

CPA Funding Request: \$250,000

CPA Funding Request as percentage of Total Project Cost: 41.67%

### Section 4: Project Narrative

Please attach a detailed project narrative that addresses each of the following items. The narrative should not exceed 5 typed pages. Double-sided copies would be appreciated. The Community Preservation Fund Allowable Spending Purposes Chart and General and Category Specific Evaluation Criteria can be found in the 2021-2022 CPA Round 9 Application Process Information and Instructions document.

- a. **Project Description and Goals:** Please provide a thorough description of the project. What will the project accomplish? What goals will the project achieve?
- b. **CPA Eligibility:** Please describe how the project complies with the project categories and purposes you selected in Section 2. Please refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes.
- c. **General and Category Specific Evaluation Criteria:** Please identify the General and Category Specific Evaluation Criteria that this project addresses. Briefly describe how your project addresses the criteria you have identified. Preference will be given to proposals that address multiple criteria.
- d. **Community Need and Public Benefit:** Please describe why the project is needed and how the community will benefit from this project. When developing your answer consider who in the community will directly benefit from the completed project and what resources will be protected because of this project.
- e. **Applicant/Organization Background:** Please provide a brief description of the applicant/organization's profile and project history. Explain the applicant/organization's ability and capacity to undertake and successfully execute the project. Where possible, highlight other projects of a similar scope and scale that the applicant/organization has successfully implemented.
- f. **Project Partners:** Please identify any partners involved in this project and describe the specific role the partner will play. Please attach commitment letters from funding partners, including in-kind service providers.
- g. **Public Support:** Please describe any public support or endorsements the project has received from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members. Please attach letters of support or endorsement to demonstrate the public support you have described. Preference will be given to proposals that can demonstrate community support.
- h. **Site Control:** Do you as the applicant/organization currently own or control the project location?
  - If yes, please affirm control of the site in the project narrative and attach documentation that demonstrates ownership or control of the project location (e.g. Purchase and Sale Agreement, option, deed).
  - If no, please describe in detail the Owner's role and responsibilities related to this project. **If the applicant/organization does not have site control, the Owner must co-sign the application and provide a written and signed confirmation of their project role and responsibilities.**

*[NOTE: If the property is owned or the project must be managed by the City of Beverly or another public entity, then Massachusetts General Laws related to procurement (purchasing) and federal health and labor standards apply. Please refer to Section VI. in the 2021-2022 CPA Round 9 Application Process Information and Instructions document for detailed information. It is important to understand these requirements as they may impact your budget and project schedule.]*

- i. **Feasibility:** List and explain all actions or steps that will be required for completion of the project (e.g. 21E environmental assessments; zoning, planning board, conservation commission permits and/or approvals; easements or restrictions; subordination agreements; etc.).
- j. **Maintenance and Long-Term Preservation:** What type of ongoing maintenance and upkeep will be required once the project is complete? Please identify the individual or entity that will be responsible for these activities and include detailed maintenance costs, if applicable, and funding and revenue sources, if any. Explain any specific guarantees that will assure long-term preservation of the project.
- k. **Maps and Visual Materials;** Please attach plans, maps, photos, architectural drawings, specifications, or any other visual aids to help describe the project to the Committee (e.g. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans, etc.).

### Section 5: Project Budget

Please complete the **Project Budget Form** on Page 5 of this application.

- Under "Sources of Funding" identify all sources of funding you are pursuing for this project. Indicate the amount and status of each identified funding source (i.e. secured, requested, in-kind), including CPA funding.
- Please attach award letters, notifications, or letters of commitment for secured funding sources and in-kind service providers.
- Under "Itemized Project Expenses" itemize all expenses associated with the project. Identify the amount of each expense and indicate if CPA funds will directly fund that expense.
- "Total Project Funding" should match "Total Project Cost".
- It is **IMPORTANT** to attach supporting documentation to substantiate identified costs. Applicants must obtain and attach **professionally prepared quotes** for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.
- For Community Housing projects please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

### Section 6: Project Schedule

Please complete the **Project Schedule Form** on Page 6 of this application.

- Identify and describe each significant step of the project, noting all project milestones, the date on which the step of the project will commence, and the anticipated project completion date.

**Section 7: Additional Information**

If applicable and appropriate, additional information or supporting documentation should also be attached. If supporting documents total 10 pages or more, an electronic copy (PDF) of said documents must be provided. Supplemental information may include, but not be limited to:

- Natural resource features
- Historic structure report or existing conditions report
- For "Historic Resources" projects ONLY, the applicant must obtain a Determination of Historic Significance from the Beverly Historic District Commission.
- For projects involving construction, restoration, or rehabilitation, please include evidence that appropriate professional standards will be followed.
- Any other information the applicant considers important or useful in the Committee's evaluation of the proposal.

**Section 8: Required Applicant/Owner Signatures**

I, the applicant, certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO WHICH CPA FUNDING WOULD BE APPLIED THEN THE OWNER MUST ALSO SIGN THIS APPLICATION.

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(If Different from Applicant)

## 2021-2022 CPA PROJECT FUNDING APPLICATION

### Project Budget Form

Project Title: New Tennis Courts @ Kimball-Haskell (Cove) and Cahill Parks  
 Applicant Contact Person: Bruce Doig  
 Applicant Organization: Beverly Recreation Department

SOURCES OF FUNDING			
Source	Amount	Percentage of Total Project Funding	Status (i.e. secured, requested, in-kind)
Community Preservation Act Fund	\$250,000	41.67	Requested
David S. Lynch Trustees	\$80,000	13.33	Secured
Commonwealth of MA – LWCF Grant	\$270,000	45.00	Requested
<b>Total Project Funding:</b>	<b>\$600,000</b>		

ITEMIZED PROJECT EXPENSES - TOTAL PROJECT COST		
Expense	Amount*	To be funded by CPA? Y/N <small>Please refer to the "Allowable Spending Purposes" chart</small>
Remove 3 courts & fencing	\$60,000	N
Rebuild retaining walls @ Kimball-Haskell Park	\$50,000	Y
Rebuild subsurface and paving (3 courts)	\$340,000	Y
Install new fencing (3 courts)	\$90,000	Y
Paint courts, posts, nets, accessories	\$30,000	Y
Landscaping & cleanup (Plantings near courts)	\$30,000	Y
<b>Total Project Cost:</b>	<b>\$600,000</b>	

\* Applicants must obtain and attach professionally prepared quotes for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.

For Community Housing projects: Please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

**2021-2022 CPA PROJECT FUNDING APPLICATION**  
**Project Schedule Form**

**Project Title:** New Tennis Courts @ Kimball-Haskell (Cove) and Cahill Parks  
**Applicant Contact Person:** Bruce Doig  
**Applicant Organization:** Beverly Recreation Department

Please provide a project timeline below. Identify and describe each significant step of the project, noting all project milestones, the date on which this step of the project will commence, and the anticipated project completion date.

	<b>Estimated Date</b>	<b>Activity</b>
<b>Project Start</b>	November 2022	Remove existing fencing at both sites (3 courts)
<b>Project Milestone</b>	March 2023	Excavate and remove old playing surface and subsurface at both sites (3 courts)
	March 2023	Rebuild retaining wall at Kimball-Haskell (2 courts)
<b>50% Completion</b>	April 2023	Grade and pave two courts at Kimball-Haskell Park
	May 2023	Grade and pave one court at Cahill Park
<b>Project Milestone</b>	June 2023	Install new fencing at Kimball-Haskell & Cahill Park (3 courts)
	June 2023	Paint courts and install posts, nets and accessories
<b>Project Completion</b>	June 2023	Cleanup and landscape both sites

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

## Application Materials Checklist

- Completed CPA Funding Application form, including:
  - Project Narrative
  - Project Budget Form
  - Project Schedule Form
  - Applicant's Signature
  - Owner's Signature (If the applicant is not the owner of the property to which CPA funding would be applied)
  
- Supporting Documentation, including but limited to:
  - Professionally prepared quotes for project costs OR detailed cost estimates
  - Commitment letters from funding partners, including in-kind service providers
  - Letters of support or endorsement from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members
  - Evidence of Site Control
    - Purchase and Sale Agreement, option, deed; OR
    - Owner's written and signed confirmation describing their project role and responsibilities
  
- Maps/Visual Materials, including but not limited to:
  - Plans
  - Maps (USGS topographic map, assessors map, GIS/aerial photo maps)
  - Photos
  - Architectural drawings/Renderings/Design plans
  
- Additional Materials, including but not limited to:
  - Historic structure report or existing conditions report
  - For Historic Resources projects - Determination of Historic Significance from the Beverly Historic District Commission -
  - For projects involving construction, restoration, or rehabilitation - Evidence that appropriate professional standards will be followed -
  - For Community Housing projects - Development budget and a "sources and uses" budget.
  - For Community Housing/Home Ownership projects - Affordability analysis
  - For Community Housing/Housing Rental projects - Five-year operating budget

**SUPPORTING INFORMATION AND DOCUMENTATION FOR  
COMMUNITY PRESERVATION COMMITTEE  
New Tennis Courts @ Kimball-Haskell (Cove) and Cahill Parks (3 courts)  
Beverly Recreation Department**

**Section 4: PROJECT NARRATIVE**

**a. Project Description and Goals:**

The Kimball-Haskell (Cove) Park and Cahill Park tennis courts have always been heavily used by people from the Cove and Centerville neighborhoods and many other areas of Beverly. Both parks are popular destinations with many activities for children and families including playgrounds, playing fields and courts. Both of these parks are usually in the top 2 to 3 parks in the Beverly Recreation Summer Park Program based on enrollment and attendance. Pre-COVID registration numbers from 2019 showed the three parks with the most children registered were Kimball-Haskell Park – 223 registered children, Cahill Park – 156 registered children and Livingstone Playground – 107 children registered. Numbers changed a bit in 2021 but these were still the three parks with the highest number of registered children.

The goal of this project is to restore and rehabilitate the three tennis courts at these two parks to allow these courts to continue to be a main source of recreation for residents and visitors to the Centerville and Cove areas of Beverly.

These courts will be completely replaced along with the fencing. The new fencing will be black vinyl chain link with 10-foot fencing on three sides and 4-foot fencing on the side closest to the playground. This configuration will allow for a better-looking fence line while still keeping balls from escaping the tennis area on both ends and on the side of the courts closest to traffic on Cross Street or the property line at Cahill Park. The new fencing on the courts at Dix Park in Beverly Farms is this style of fencing with the four-foot fencing on one side and looks much better than the 10-foot galvanized fencing on all sides.

Kimball-Haskell Park: The two tennis courts at Kimball-Haskell Park were used for many years to teach tennis lessons for the Beverly Recreation Department. For many years, these were the most popular courts in Beverly. If these courts are replaced, tennis lessons and many other children's activities can be held here again. As mentioned above, there are always a very high number of attendees participating in many games and activities at the park and on these courts.

Many years ago, these courts started to develop large cracks on both sides of both courts due to collapsing pipes under the courts. After initial attempts to fill and repair the cracks, the problems continued to get worse, creating a very hazardous playing surface. It was determined that several old water pipes ran under the courts and when they stopped, rust caused the pipe to drop and created the cracks, several of which are inches wide and very deep.

It was recently determined that these courts are well beyond the point where filling and patching, or even pulverizing the surface and repaving the courts would provide a long-term solution. Both of these courts need to be excavated and rebuilt from the subsurface up to court level to resolve these issues.

In addition to the court surfaces, the retaining wall around the courts and the fencing is badly rusted and has deteriorated significantly, causing the fencing to bend in many places and creating hazards and gaps under the fences that allow balls to get out of the court area.

Cahill Park: In the past, the Cahill Park tennis court was heavily used by residents of the Centerville neighborhood. This large park is also a very popular destination with many activities for children and families. Cahill Park is also one of our busiest parks each year with a very high number of attendees participating in many games and activities on this court.

In recent years, this court developed large cracks on both sides of the court. After initial attempts to fill and repair the cracks, the problems continued to get worse, creating a very hazardous playing surface. Several cracks are 3-4 inches wide and very deep.

It was recently determined that this court was beyond the point where filling and patching, or even pulverizing the surface and repaving the courts would provide a long-term solution. This court needs to be excavated and rebuilt from the subsurface up to court level.

In addition to the court surface, the fencing is badly rusted and has deteriorated significantly, causing the fencing to bend in many places. The curled-up fencing creates a hazard for children playing in the court area and gaps under the fencing allows balls to get out of the court area in many places.

**b. CPA Eligibility:**

The project will conform to the Community Preservation Fund allowable spending purposes (G.L. c. 44B, § 5) as being Recreational Land, with active and passive recreational use as a park and playground. We will be replacing two tennis courts at Kimball-Haskell Park and one tennis court at Cahill Park. These will be extensive restoration projects of these facilities to restore and rehabilitate these assets and make these courts functional again for a variety of recreational uses for a wide range of users, ages and populations. Right now, very few people use these courts for tennis due to the unsafe playing surface. Replacing these two tennis courts will greatly enhance the recreational opportunities for adults and children at these parks for people from these neighborhoods and all areas of Beverly.

**c. General and Category Specific Evaluation Criteria:**

The goal of this project is to restore and rehabilitate the three tennis courts at these two parks to allow these courts to continue to be a main source of recreation for residents and visitors to the Centerville and Cove areas of Beverly. This project addresses a number of general and category specific evaluation criteria including the following:

General Evaluation Criteria -

1. This project is consistent with the goals of the Open Space and Recreation Plan in Chapter 8, Goal 2 - Increase and enhance the public's opportunities to enjoy open space and recreation activities in Beverly. Objective c. Increase the number of playing fields within the community.
2. This project leverages the City of Beverly to acquire additional funding from grants and other sources. This project will be funded in part by other sources including the David S. Lynch Trustees and the Land and Water Conservation Fund. This funding from the Community Preservation Committee will be part of the required match for the LWCF grant.

7. This project demonstrates a clear public benefit by replacing old, dangerous playing surfaces with newly constructed, safe courts that can be used for a number of recreational purposes.

9. This project has received endorsement from several municipal boards and departments and broad-based support from community members. Members of the Parks & Recreation Commission, Planning Department and City Council have all supported this project in addition to several members of the community.

**Category Specific Evaluation Criteria (Recreation) –**

- a. This project will restore and rehabilitate assets (courts) for a variety of recreational uses for many citizens of Beverly and visitors to these parks. In addition to tennis, these courts will be used by children participating in the Beverly Recreation Summer Park program at Kimball-Haskell and Cahill Parks to play many different games and activities in a safe space.
- b. Replacing these courts at both parks will improve ADA accessibility to these courts by providing paths of travel, accessible entries and safe playing surfaces for people of all abilities.
- c. These courts will serve a significant number of residents by providing safe facilities for the many children who use these parks all summer and adults and children from the neighborhoods and all over Beverly looking to play tennis and other games year-round.
- d. This project considers the health and safety benefits to residents by promoting active, healthy lifestyles for residents and visitors of all ages by replacing old, unsafe facilities with new, safe courts for many uses.

**d. Community Need and Public Benefit:**

The Kimball-Haskell (Cove) Park and Cahill Park tennis courts have always been heavily used by people from the Cove and Centerville neighborhoods and many other areas of Beverly. As these courts have fallen into disrepair over the years, they have become unsafe to use and hazardous to adults and children trying to play tennis or other games and activities. Many people from these neighborhoods have to travel to other areas of Beverly to play tennis or to other playgrounds to use courts for various activities and games. Replacing these three courts will provide great, new, safe courts within these neighborhoods for people living in the area and visitors to the parks.

**e. Applicant/Organization Background:**

The Beverly Recreation Department is responsible for providing a diverse range of recreational opportunities to the residents of Beverly as well as many non-residents. We are dedicated to providing active and passive recreation through the use and enjoyment of the city's extensive natural land, parks and coastal resources. We develop, promote and oversee year-round programs and activities to stimulate good health, lifelong learning and a sense of community among our citizens and nonresident visitors. Beverly Recreation is dedicated to meeting the diverse needs of all ages of its residents, including the preservation and maintenance of open space.

The Beverly Recreation Department has been involved in many projects over the past 20 years, including the ongoing renovation of the Carriage House at Lynch Park, creation of the Paddles' Park Dog Park, reconstruction of the bathhouse at Obear Park, numerous field renovations and playground construction projects throughout Beverly. By working with the

Department of Public Services, private vendors and contractors and City Hall, we have been able to complete many projects in a timely manner and within budget.

When this project was first proposed in 2017, the Engineering Department put together a reconstruction plan for the Kimball-Haskell courts. Unfortunately, at that time, the cost of bids submitted for the project were too high to complete the project. By combining the CPC grant with the Commonwealth of Massachusetts LWCF Grant and funding from the David S. Lynch Trustees, this project will now be able to be completed.

**f. Project Partners:**

Several Beverly groups support the project outlined in this proposal, and will work collaboratively. Please find letters of support from:

- Beverly Parks & Recreation Committee – Mark Casey, Chair
- David S. Lynch Trustees – Mark Casey, Chair
- Friends of Cove Playground – Kristen Guanci, Co-Chair
- Michael J. Hildebrandt – Resident of Cove Playground neighborhood

**g. Public Support:**

The Friends of Cove Playground (Kimball-Haskell Park) and several other neighbors share a goal of continuing to improve the entire park by rebuilding these tennis courts. In 2010, they raised over \$120,000 to replace the old playground equipment, resurface the basketball court and install new fiberglass backboards and install many benches, picnic tables and sitting areas. They are committed to installing two new, safe courts to enhance the park and make it more enjoyable for tennis players and all users of the park and courts.

Several Centerville residents are in favor of replacing this tennis court at Cahill Park and have expressed an interest in raising funds for this purpose. They are committed to installing a new, safe court to enhance the park and make it more enjoyable for tennis players and all users of the park.

Mayor Cahill is also a resident of the Cove area and strongly supports this project to restore the three courts at both parks.

**h. Site Control:**

Kimball-Haskell Park (17 Hull Street, Parcel 72-2) and Cahill Park (225 Lothrop Street, Parcel 22-150) are owned by the City of Beverly under the jurisdiction of the Beverly Parks & Recreation Commission and the Beverly Recreation Department. All activities at these parks are monitored and permitted by the Beverly Recreation Department. Printouts of the property details from the City of Beverly GIS system are included with the supporting documentation.

**i. Feasibility:**

This project has been discussed in the past with several groups and neighbors. These parks have been approved by the Massachusetts Historical Commission and the Natural Heritage Endangered Species Programs. Neither park is under Conservation Commission jurisdiction or contain any wetlands requiring permits or approvals.

These projects will be bid out as required by the Commonwealth of Massachusetts procurement laws to ensure that the City of Beverly receives a fair price for this work.

**j. Maintenance & Long-Term Preservation:**

This project has the full support of Mayor Cahill's office, the Beverly Parks & Recreation Commission and many other city officials and citizens of Beverly. This project will be bid out following all Commonwealth of Massachusetts procurement laws. All construction will be completed under the supervision of the City of Beverly Department of Public Services.

Once completed, the City of Beverly Department of Public Services will maintain these new tennis courts. The DPS has been maintaining courts and fields in Beverly for many years. The Beverly Recreation Department works with DPS to ensure the necessary funding is available to complete maintenance when needed and conducts annual inspections of all facilities under its jurisdiction to ensure that the facilities stay safe.

**k. Maps & Visual Materials:** Please see attached photos and maps.

Pictures of existing courts and fencing at Kimball-Haskell Park (4 pictures)

Pictures of existing court and fencing at Cahill Park (4 pictures)

Maps of locations – 225 Lothrop Street (Kimball-Haskell Park) & 9 Hull Street (Cahill Park)

Design for reconstruction of courts for Kimball-Haskell tennis courts (2017)

Property Details reports from City of Beverly GIS system

2. Budget: Please see the attached Project Budget Form in application.

3. Project Schedule: Please see the attached Project Schedule Form in application.



**CITY of BEVERLY**  
**PARKS & RECREATION COMMISSION**

*55 Ober Street*  
*David S. Lynch Park*  
*Beverly, Massachusetts 01915*  
*Phone (978) 921-6067*  
*Fax (978) 927-1386*

*Mayor*

*Michael P. Cahill*

*Director*

*Bruce M. Doig*

*Chairman*

*Mark Casey*

*Members:*

*William Lowd, Justin Repp*

*Henry Pizzo, Kevin Hobin*

*Jan Jefgood, Nancy Marino*

*Michael Ralbovsky*

January 10, 2022

Community Preservation Committee  
Planning Department  
191 Cabot Street, City Hall  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

The Beverly Parks & Recreation Commission continues to discuss potential projects for Community Preservation Act funding each year. We have discussed many projects and have recently prioritized the replacement of the three tennis courts at Kimball-Haskell Park and Cahill Park project to be submitted for CPA funding.

We feel that this project at both parks will greatly enhance the recreational opportunities available at these locations for thousands of Beverly citizens and non-residents. These projects will improve the safety and accessibility to these courts for users of all ages and abilities.

We strongly support this project and look forward to working with the Recreation Department and the City of Beverly to complete the rehabilitation of these courts. Thank you very much for your consideration of this project for CPA funding. Your hard work is greatly appreciated.

Sincerely,

Mark Casey  
Chairman



# CITY of BEVERLY

David S. Lynch Trustees

55 Ober Street

David S. Lynch Park

Beverly, Massachusetts 01915

Phone (978) 921-6067

Mayor

Michael P. Cahill

Director

Bruce M. Doig

Chairman

Mark Casey

Members:

Joan Fairbank, Joyce Frisello

Kevin Hobin, Kathy Doane

Mark Flagg

January 10, 2022

Community Preservation Committee  
Planning Department  
191 Cabot Street, City Hall  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

The David S. Lynch Trustees reviews potential projects for all parks in Beverly. Based on the recommendation from the Beverly Recreation Department, the David S. Lynch Trustees have voted to approve \$80,000 in funding for the replacement of the three tennis courts at Kimball-Haskell and Cahill Parks. Funding will include \$40,000 from FY2022 and \$40,000 from FY2023.

We fully support this project and feel that this rehabilitation of the courts at both parks will greatly enhance the recreational opportunities available at these locations and will greatly improve the safety and accessibility to these courts for users of all ages and abilities.

We strongly support this project and look forward to working with the Recreation Department and the City of Beverly to complete the rehabilitation of these courts. Thank you very much for your consideration of this project for CPA funding. Your hard work is greatly appreciated.

Sincerely,

Mark Casey  
Chairman

January 10, 2022

Community Preservation Committee  
Planning Department  
191 Cabot Street, City Hall  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

The Friends of Cove Playground is a group of neighbors who raised over \$120,000 several years ago to replace the playground equipment and rehabilitate the basketball court at Kimball-Haskell (Cove) Park. At the time, we were also trying to replace the two existing tennis courts at this park to improve safety and access, but the cost was too high and the City of Beverly was not able to help fund the project at that time. We are still hoping to have the courts replaced and fully support the project proposed by the Beverly Recreation Department and feel that the rehabilitation of the courts at Kimball-Haskell Park will enhance the recreational opportunities available at the park and will greatly improve the safety and accessibility to these courts for users of all ages and abilities.

We strongly support this project and look forward to working with the Recreation Department and the City of Beverly to complete the rehabilitation of these courts. Thank you very much for your consideration of this project for CPA funding. Your hard work is greatly appreciated.

Sincerely,

*/s/ Kristin Guanci*

Friends of Cove Playground

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

January 10, 2022

Dear Chairperson Richter and members of the Community Preservation Committee:

It is with much pleasure and great anticipation that I write this letter of support to the committee. I contacted the parks department in 2015 to express my interest in pursuing my own the project of resurfacing of the tennis courts at cove playground. A call back the next day from the city parks department was very encouraging, and when I heard the details of the planned restoration of the two tennis courts I was certainly excited to partner with the city for a more comprehensive project.

It is my current understanding that the more extensive restoration of the courts is necessary to bring them up to a stable quality. I was thankful for this information provided by the city official, and I trust that his understanding of the necessary restoration is accurate. I would be happy to partner with the city in building consensus among my neighbors in the merit and necessity of this project and also in gaining financial support.

In short, please accept this letter as a testimony to my enthusiasm for this project and my willingness to partner with the parks department in the city of Beverly in gaining support for this project from among my direct neighbors and the members of Beverly Cove at large who enjoy all that the Cove has to offer.

Sincerely,  
Michael J. Hildebrandt  
164 Hale Street, Beverly, MA

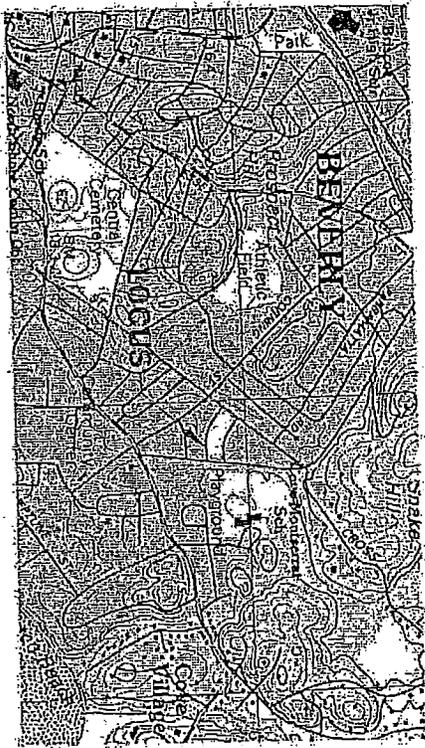
# CITY OF BEVERLY KIMBALL HASKELL PARK

**CITY OF BEVERLY**  
**MICHAEL F. SMITH**  
 MAYOR

**MICHAEL P. COLLINS, PE**  
 COMMISSIONER OF PUBLIC SERVICES

**STREBY N. ST. LOUIS, PE**  
 CITY ENGINEER

**BRUCE DOIG**  
 PARKS AND RECREATION DIRECTOR



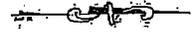
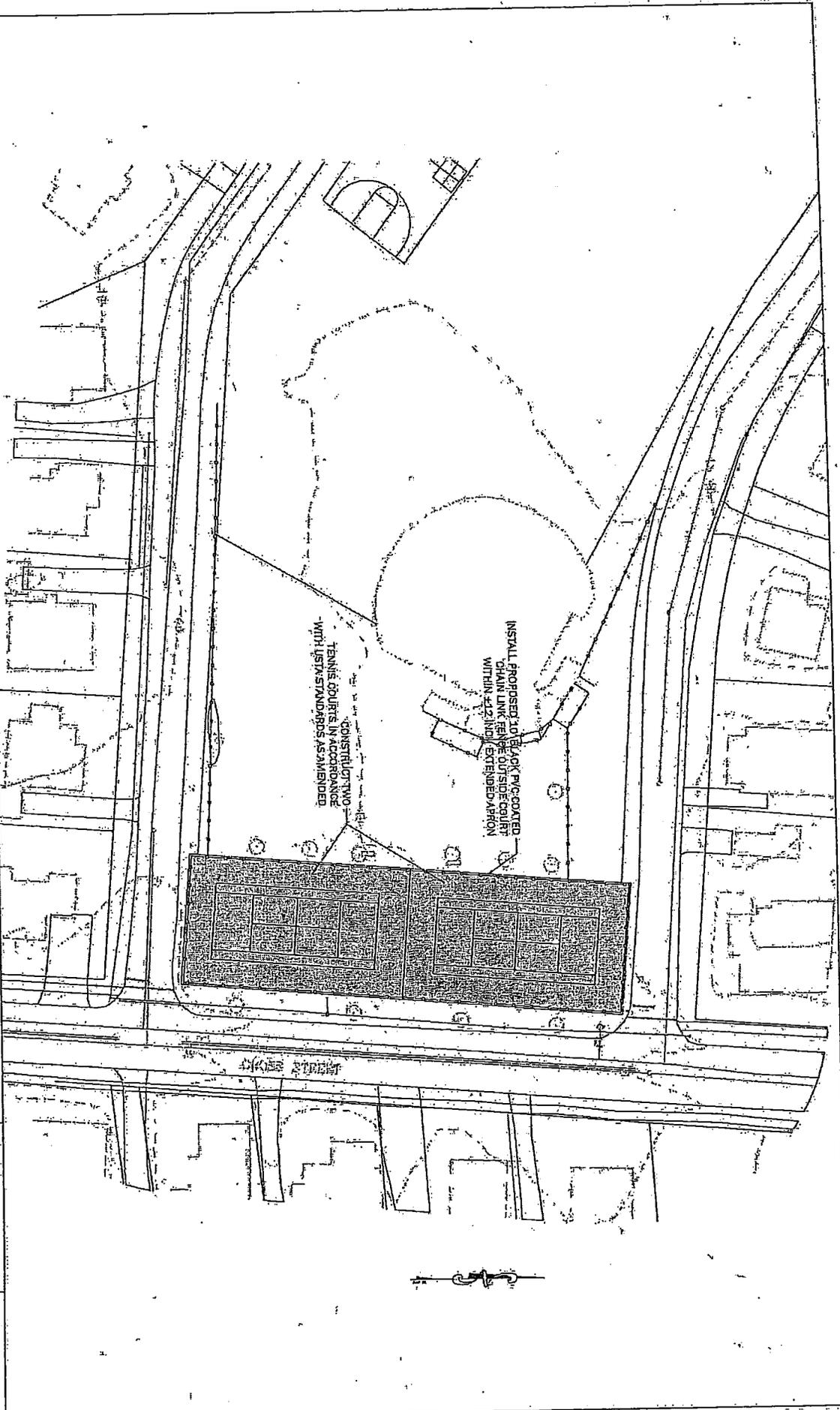
## COVE AREA PLAYGROUND TENNIS COURT RECONSTRUCTION

SHEET NUMBER	INDEX	DESCRIPTION
C-1		COVER SHEET
N-1		NOTES
E-1		AERIAL EXHIBIT
E-2		EX. COND. / SITE PREP
P-1		PROPOSED CONDITIONS
D-1		DETAILS
D-2		DETAILS

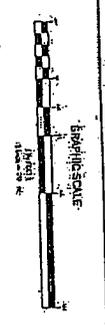
PROJECT CITY OF BEVERLY 499 STATE ST. BEVERLY, MA 01915	SHEET NO. 499	DATE	DESCRIPTION	PREPARED FOR CITY OF BEVERLY DEPARTMENT PARKS AND RECREATION BEVERLY, MA	PREPARED BY CITY OF BEVERLY ENGINEERING DEPARTMENT 199 GABOTT STREET BEVERLY, MA 01915	COVE AREA PLAYGROUND	COVER C-1
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**BID SET**





Project:  
 Date:  
 Scale:  
 Author:  
 Date:



PREPARED FOR:  
 CITY OF BEVERLY  
 DEPARTMENT PARKS AND RECREATION  
 BEVERLY, MA

NO.	DATE	DESCRIPTION

PREPARED BY:  
 CITY OF BEVERLY  
 ENGINEERING DEPARTMENT  
 101 CABOT STREET  
 BEVERLY, MA 01915

COVER AREA  
 PLAYGROUND

PROPOSED  
 CONDITIONS  
 PLAN  
 P-1



etails

<b>Property</b>	
Address	17 HULL ST 72-2
Account	10012

<b>Ownership</b>	
Name	CITY OF BEVERLY
Address	191 CABOT ST BEVERLY, MA 01915

<b>Valuation</b>	
Total Assessment	\$8129500
Buildings	\$6632400
Land	\$1466000
Last Sale	\$7501
Deed Date	19890629
Deed Reference	10055

<b>Land</b>	
Area	11.85 Acres
Zone	R15
Land Use	934

etails

<b>Property</b>	
Address	225 LOTHROP ST 22-150
Account	5337

<b>Ownership</b>	
Name	CITY OF BEVERLY
Address	191 CABOT ST BEVERLY, MA 01915

<b>Valuation</b>	
Total Assessment	\$789400
Buildings	\$0
Land	\$715500
Last Sale	\$0
Deed Date	19540413
Deed Reference	4059

<b>and</b>	
Area	1.31 Acres
Zone	R10
and Use	930

# Kimball-Haskell Park - 225 Lothrop Street, Beverly



**Property Information**

Property ID 22-150  
 Location 225 LOTHROP ST  
 Owner



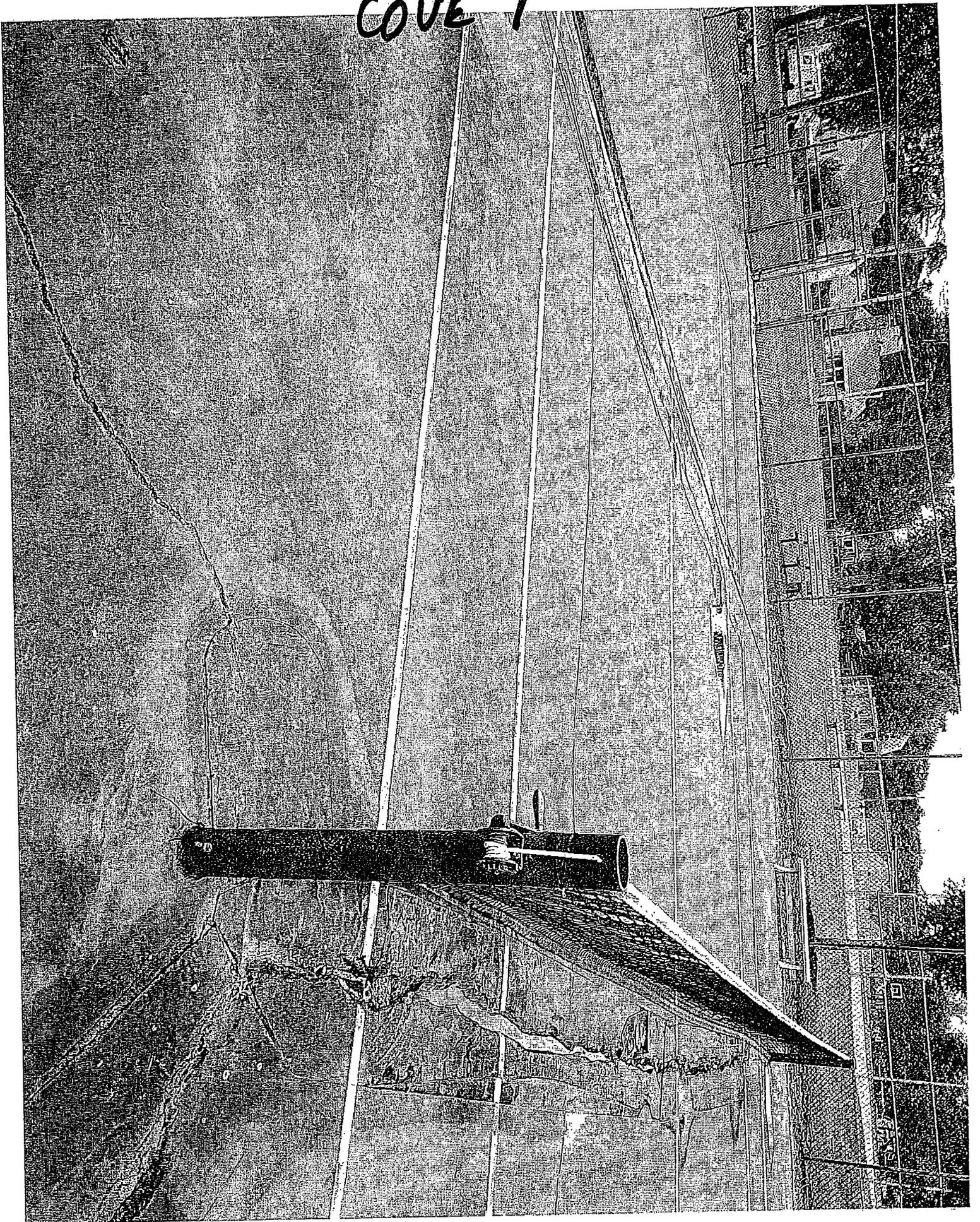
**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**

City of Beverly, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 8/1/2018  
 Data updated 8/1/2018

Print map scale is approximate.  
 Critical layout or measurement  
 activities should not be done using  
 this resource.

COVE 1



COVE 2



Cave 3



# Cahill Park - 9 Hull Street, Beverly



**Property Information**

Property ID 72-2  
 Location 17 HULL ST  
 Owner



**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**

City of Beverly, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

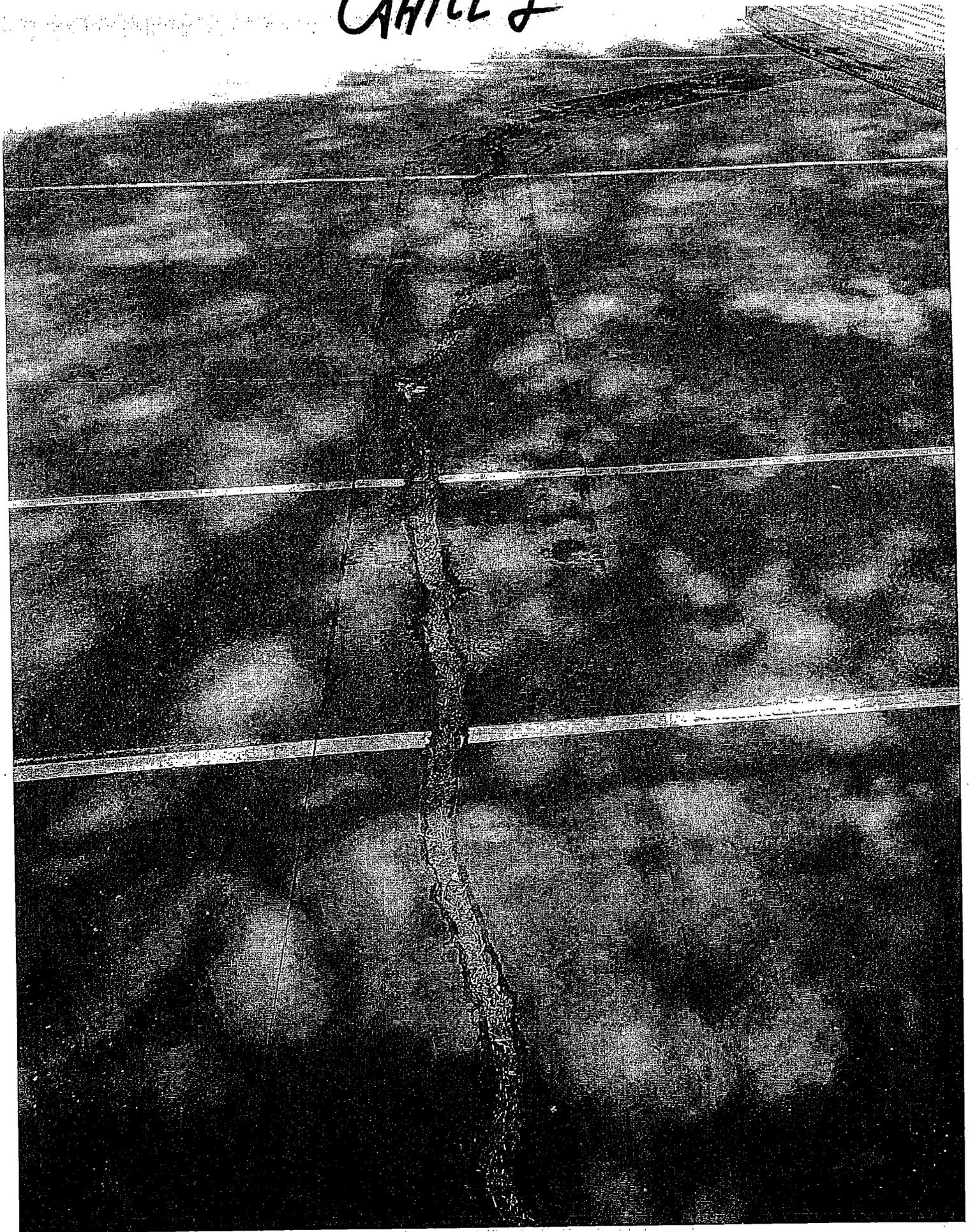
Geometry updated 8/1/2018  
 Data updated 8/1/2018

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

CAHILL 1



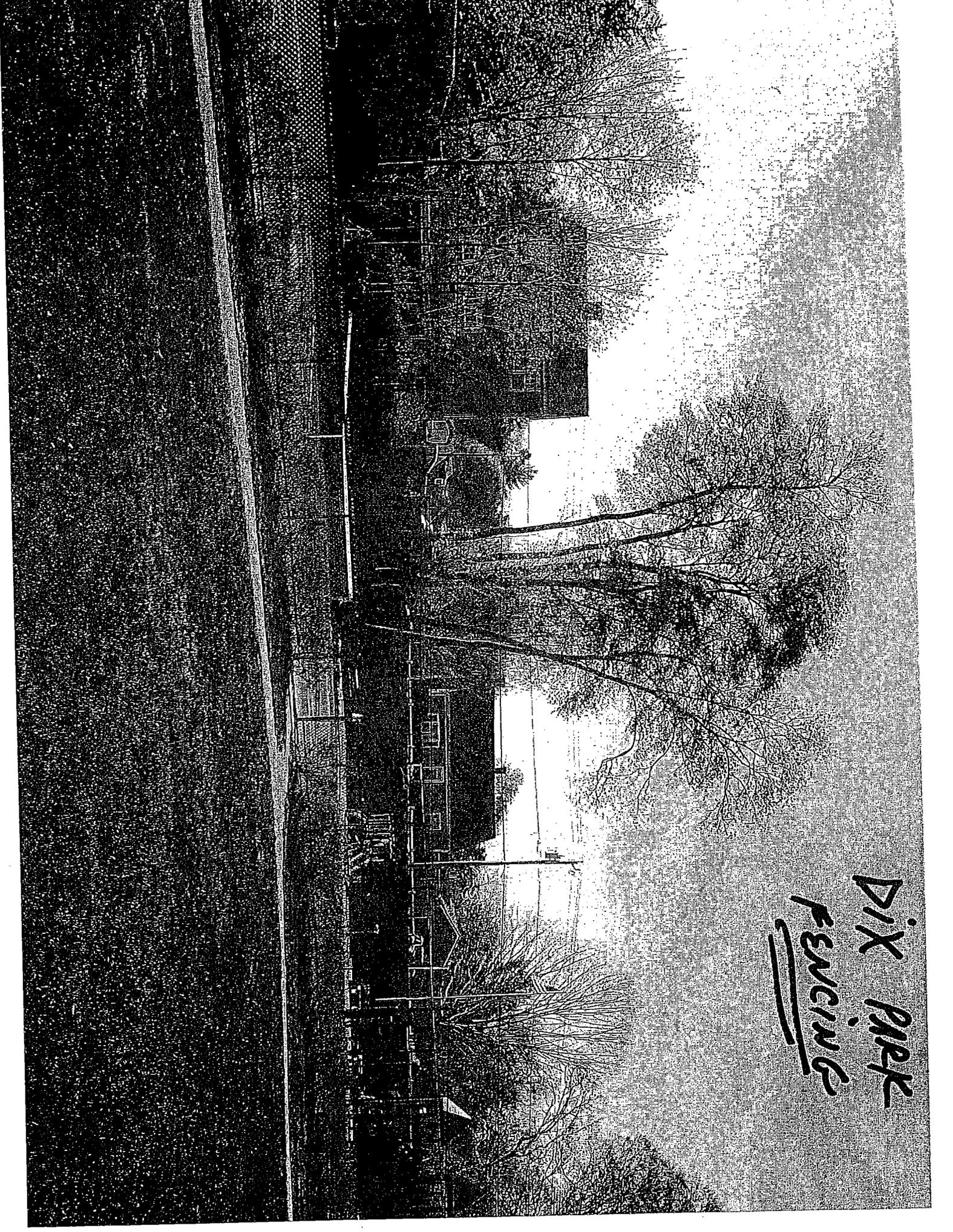
CAHILL 2



CANILL 3



DIX PARK  
FENCING





City of Beverly  
 Community Preservation Committee  
 c/o Planning and Development Department  
 Beverly City Hall, 191 Cabot Street  
 Beverly, MA 01915

Staff Contact: Denise Deschamps Email: [d-deschamps@beverlyma.gov](mailto:d-deschamps@beverlyma.gov) Phone: 978-605-2356  
 CPC Website: <https://ma-beverly.civicplus.com/409/Community-Preservation-Committee>

**2021-2022 CPA PROJECT FUNDING APPLICATION**

**Deadline:** Ten double-sided copies and one electronic copy in PDF format of the application and supporting materials must be submitted on or before Noon on Tuesday January 11, 2022 to the address above.

**Section 1: General Information**

Project Title: Historic Resource Surveys: Cabot to Rantoul Residential Neighborhood, Phase 1 Date: 1/10/22

Project Location/Address: Residential district between Cabot and Rantoul Streets

Name of Applicant: <u>Beverly Planning Department</u> Organization: <u>City of Beverly</u> Contact Person: <u>Emily Hutchings</u> Mailing Address: <u>191 Cabot Street</u> Telephone: <u>978-605-2342</u> Email: <u>ehutchings@beverlyma.gov</u>	<b>NAME OF OWNER IF DIFFERENT FROM APPLICANT</b> Name of Owner: _____ Mailing Address: _____ Telephone: _____ Email: _____
---	--

**Section 2: CPA Project Category and Purpose**

Please CHECK all CPA Categories and Purposes that you believe apply to this project. Refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes:

CPA CATEGORY: OPEN SPACE	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration**

CPA CATEGORY: RECREATION	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY: HISTORIC RESOURCES	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input checked="" type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY: COMMUNITY HOUSING	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Support
<input type="checkbox"/>	Rehabilitation/Restoration**

\*\*If acquired with CPA funds

### Section 3: Budget and Funding Request Summary Information

Total Project Cost: \$ 40,000.00 CPA Funding Request: \$ 20,000.00

CPA Funding Request as percentage of Total Project Cost: 50%

### Section 4: Project Narrative

Please attach a detailed project narrative that addresses each of the following items. The narrative should not exceed 5 typed pages. Double-sided copies would be appreciated. The Community Preservation Fund Allowable Spending Purposes Chart and General and Category Specific Evaluation Criteria can be found in the 2021-2022 CPA Round 9 Application Process Information and Instructions document.

- a. **Project Description and Goals:** Please provide a thorough description of the project. What will the project accomplish? What goals will the project achieve?
- b. **CPA Eligibility:** Please describe how the project complies with the project categories and purposes you selected in Section 2. Please refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes.
- c. **General and Category Specific Evaluation Criteria:** Please identify the General and Category Specific Evaluation Criteria that this project addresses. Briefly describe how your project addresses the criteria you have identified. Preference will be given to proposals that address multiple criteria.
- d. **Community Need and Public Benefit:** Please describe why the project is needed and how the community will benefit from this project. When developing your answer consider who in the community will directly benefit from the completed project and what resources will be protected because of this project.
- e. **Applicant/Organization Background:** Please provide a brief description of the applicant/organization's profile and project history. Explain the applicant/organization's ability and capacity to undertake and successfully execute the project. Where possible, highlight other projects of a similar scope and scale that the applicant/organization has successfully implemented.
- f. **Project Partners:** Please identify any partners involved in this project and describe the specific role the partner will play. Please attach commitment letters from funding partners, including in-kind service providers.
- g. **Public Support:** Please describe any public support or endorsements the project has received from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members. Please attach letters of support or endorsement to demonstrate the public support you have described. Preference will be given to proposals that can demonstrate community support.
- h. **Site Control:** Do you as the applicant/organization currently own or control the project location?
  - If yes, please affirm control of the site in the project narrative and attach documentation that demonstrates ownership or control of the project location (e.g. Purchase and Sale Agreement, option, deed).
  - If no, please describe in detail the Owner's role and responsibilities related to this project. If the applicant/organization does not have site control, the Owner must co-sign the application and provide a written and signed confirmation of their project role and responsibilities.

*[NOTE: If the property is owned or the project must be managed by the City of Beverly or another public entity, then Massachusetts General Laws related to procurement (purchasing) and federal health and labor standards apply. Please refer to Section VI. in the 2021-2022 CPA Round 9 Application Process Information and Instructions document for detailed information. It is important to understand these requirements as they may impact your budget and project schedule.]*

- i. **Feasibility:** List and explain all actions or steps that will be required for completion of the project (e.g. 21E environmental assessments; zoning, planning board, conservation commission permits and/or approvals; easements or restrictions; subordination agreements; etc.).
- j. **Maintenance and Long-Term Preservation:** What type of ongoing maintenance and upkeep will be required once the project is complete? Please identify the individual or entity that will be responsible for these activities and include detailed maintenance costs, if applicable, and funding and revenue sources, if any. Explain any specific guarantees that will assure long-term preservation of the project.
- k. **Maps and Visual Materials:** Please attach plans, maps, photos, architectural drawings, specifications, or any other visual aids to help describe the project to the Committee (e.g. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans, etc.).

#### Section 5: Project Budget

Please complete the Project Budget Form on Page 5 of this application.

- Under "Sources of Funding" identify all sources of funding you are pursuing for this project. Indicate the amount and status of each identified funding source (i.e. secured, requested, in-kind), including CPA funding.
- Please attach award letters, notifications, or letters of commitment for secured funding sources and in-kind service providers.
- Under "Itemized Project Expenses" itemize all expenses associated with the project. Identify the amount of each expense and indicate if CPA funds will directly fund that expense.
- "Total Project Funding" should match "Total Project Cost".
- It is IMPORTANT to attach supporting documentation to substantiate identified costs. Applicants must obtain and attach professionally prepared quotes for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.
- For Community Housing projects please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

#### Section 6: Project Schedule

Please complete the Project Schedule Form on Page 6 of this application.

- Identify and describe each significant step of the project, noting all project milestones, the date on which the step of the project will commence, and the anticipated project completion date.

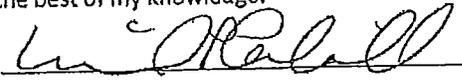
**Section 7: Additional Information**

If applicable and appropriate, additional information or supporting documentation should also be attached. If supporting documents total 10 pages or more, an electronic copy (PDF) of said documents must be provided. Supplemental information may include, but not be limited to:

- Natural resource features
- Historic structure report or existing conditions report
- For "Historic Resources" projects ONLY, the applicant must obtain a Determination of Historic Significance from the Beverly Historic District Commission.
- For projects involving construction, restoration, or rehabilitation, please include evidence that appropriate professional standards will be followed.
- Any other information the applicant considers important or useful in the Committee's evaluation of the proposal.

**Section 8: Required Applicant/Owner Signatures**

I, the applicant, certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant's Signature:  Date: 1/6/22

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO WHICH CPA FUNDING WOULD BE APPLIED THEN THE OWNER MUST ALSO SIGN THIS APPLICATION.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If Different from Applicant)

**2021-2022 CPA PROJECT FUNDING APPLICATION**  
**Project Budget Form**

Project Title: Historic Resource Surveys: Cabot to Rantoul Residential Neighborhood, Phase 1  
 Applicant Contact Person: Emily Hutchings  
 Applicant Organization: City of Beverly (Planning Department)

SOURCES OF FUNDING			
Source	Amount	Percentage of Total Project Funding	Status (i.e. secured, requested, in-kind)
Community Preservation Act Fund	\$20,000.00	50%	Requested
MHC Survey & Planning FY22 Grant	\$20,000.00	50%	Application due February 7, 2021
<b>Total Project Funding:</b>	<b>\$40,000.00</b>		

ITEMIZED PROJECT EXPENSES - TOTAL PROJECT COST		
Expense	Amount*	To be funded by CPA? Y/N Please refer to the "Allowable Spending Purposes" chart
Historic survey of Cabot-Rantoul residential neighborhood, Phase 1	\$40,000.00	Y (50%)
<b>Total Project Cost:</b>	<b>\$40,000.00</b>	

\* Applicants must obtain and attach professionally prepared quotes for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.

For Community Housing projects: Please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

**2021-2022 CPA PROJECT FUNDING APPLICATION**  
**Project Schedule Form**

Project Title: Historic Resource Surveys: Cabot to Rantoul Residential Neighborhood, Phase 1  
 Applicant Contact Person: Emily Hutchings  
 Applicant Organization: City of Beverly (Planning Department)

Please provide a project timeline below. Identify and describe each significant step of the project, noting all project milestones, the date on which this step of the project will commence, and the anticipated project completion date.

	Estimated Date	Activity
Project Start	April-June 2022	Finalize detailed scope with Massachusetts Historical Commission (MHC), issue Request for Quotes
	July 2022	Select consultant to complete historic resource survey, begin work
Project Milestone	Sept.-Oct. 2022	Phase 1 – complete working maps to be used to identify inventoried properties, complete Methodology statement
50% Completion	Nov.-Dec. 2022	Phase 2 – conduct architectural assessments and documentary research, complete list of specific properties to be surveyed, complete representative draft inventory forms for different property types.
Project Milestone	April-May 2023	Phase 3 – complete intensive research of all properties selected for inventory, identify contexts for National Register (NR) evaluation, draft list of all areas/resources recommended for NR nomination, prepare and submit draft inventory forms, review with MHC and City Staff and HDC
	May-June 2023	Submit final survey forms (mix of Individual property forms/Form B's and area forms/Form A's), base maps, Survey Final Report
Project Completion	June 2023	Final project closeout

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

Note on project schedule/scope of work: The Massachusetts Historical Commission (MHC) provides detailed Scopes of Work for survey projects, which grant applicants are required to follow. A FY22 draft Scope of Work for a large survey project, as provided by MHC, is attached to this grant application.

*Please feel free to photocopy or recreate this form if more room is needed.*

## Application Materials Checklist

- Completed CPA Funding Application form, including:
  - Project Narrative
  - Project Budget Form
  - Project Schedule Form
  - Applicant's Signature
  - Owner's Signature (If the applicant is not the owner of the property to which CPA funding would be applied)
  
- Supporting Documentation, including but limited to:
  - Professionally prepared quotes for project costs OR detailed cost estimates
  - Commitment letters from funding partners, including in-kind service providers
  - Letters of support or endorsement from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members
  - Evidence of Site Control – N/A
    - Purchase and Sale Agreement, option, deed; OR
    - Owner's written and signed confirmation describing their project role and responsibilities
  - Maps/Visual Materials, including but not limited to:
    - Plans
    - Maps (USGS topographic map, assessors map, GIS/aerial photo maps)
    - Photos
    - Architectural drawings/Renderings/Design plans
  - Additional Materials, including but not limited to:
    - Historic structure report or existing conditions report
    - For Historic Resources projects - Determination of Historic Significance from the Beverly Historic District Commission -
    - For projects involving construction, restoration, or rehabilitation - Evidence that appropriate professional standards will be followed -
    - For Community Housing projects - Development budget and a "sources and uses" budget.
    - For Community Housing/Home Ownership projects - Affordability analysis
    - For Community Housing/Housing Rental projects - Five-year operating budget

## 2021-2022 CPA Project Funding Application

### Historic Resource Surveys: Cabot-Rantoul Residential Neighborhood, Phase 1

#### Section 4: Project Narrative

##### a. Project Description and Goals:

The City of Beverly is applying for partial (50%) funding to complete Phase 1 of a historic resource survey for the Cabot-Rantoul Residential Neighborhood. Located between Cabot and Rantoul Streets, with Elliott Street creating its northern boundary, the neighborhood is one of Beverly's densest neighborhoods. With that density comes a strong streetscape and distinctive character, albeit with a diversity of housing types and construction eras. A significant number of buildings were constructed in the mid- to late-1800s and early 1900s, although there are several examples of homes from the mid- to late-1700s, as well as newer construction.

The Beverly Historic Districts Commission has determined that the neighborhood is significant to the history and architecture of Beverly. In spite of being one of Beverly's older neighborhoods, the Cabot-Rantoul Residential Neighborhood has received minimal historic survey work. Many homes on Broadway – in the center of the neighborhood – have been individually surveyed, but other than that little to no formal review has been completed of the neighborhood's history or the historic significance of the neighborhood's historic properties and assets. As the city's most populous neighborhood, the area is ripe for redevelopment opportunities that may come in the form of appropriate infill projects – or may result in the demolition of historic resources. Surveying the neighborhood would provide much-needed background on its existing historic buildings and resources, establish a baseline for how development might be approached in a manner that supports the neighborhood's character, and protect historic buildings from potential demolition.

The significant size of the neighborhood (over 450 properties) necessitates splitting the survey work into manageable phases. A consultant would complete the first phase of survey work over the course of approximately 10 months, with the entire project to be completed in under one year. The City is seeking 50% of the funding for the nomination, and intends to apply for the remaining 50% via the Massachusetts Historical Commission's (MHC) FY22 Survey and Planning Grant. The application for this grant is due on February 7, 2022, and notice of award is announced mid-March 2022.

MHC has approved a pre-application for grant funding for this project, and has provided the Beverly Planning Department with a sample Scope of Work (which, if awarded the grant, the City will be required to follow closely) and information on what may be expected for this specific project. If MHC awards grant funding to this project, MHC Staff will work closely with Planning Staff to establish details of the project, including the development of a Request for Quotes. MHC Staff have stated that for a project of this scale and cost, they expect a survey of approximately 150 properties – in an area that may include more than 150 properties, depending on historical significance – with a mix of individual property surveys (Form B's) and area property surveys (Form A's). MHC Staff would assist in refining a preliminary list of properties, and a final list of properties would be determined once a consultant is hired for the project and Phases I and II (Methodology and Preliminary Research) are completed. Properties may be selected based on sub-area focus, or may be prioritized based on a range of factors such as housing type, age, zoning district, lot size, etc. A map of the area full area is attached.

The City is applying for funding for this survey as a stand-alone project. Although it is the City's intention to complete the survey of the neighborhood in future years and phases, each phase will be pursued as a stand-alone project and will be considered separately in the context of other priority projects. Therefore, it may be a possibility that future phases of the survey work may not be immediately pursued in the next round of CPA funding. That being said, surveying the Cabot-Rantoul Residential Neighborhood is the highest priority for neighborhood historic resource survey work, and it is therefore the City's goal to complete the neighborhood survey before the City applies for funding for other neighborhood survey projects.

**b. CPA Eligibility:**

The Historic Resource Survey for the Cabot-Rantoul Residential Neighborhood, Phase 1, falls under the Historic Resources Category, with the purpose of supporting the preservation of a historically significant neighborhood and its numerous individual historic resources. Completing the historic resource survey for the neighborhood fulfills CPA eligibility requirements by raising awareness and expanding education about the historic character of the neighborhood (and thus supporting ongoing maintenance and pride of ownership) and providing a baseline for potential future preservation efforts, such as National Register nomination. The area has been determined by the Beverly Historic District Commission to be historically and architecturally significant to the city of Beverly.

**c. General and Category Specific Evaluation Criteria:**

1. General Evaluation Criteria: The Cabot-Rantoul Residential Neighborhood Survey project (Phase I) fulfills the general evaluation criteria as demonstrated below:
  - a. The project is consistent with the Historic Preservation Plan, which identifies area as highest priority for future survey work. The project is also consistent with PlanBeverly, which emphasizes the support and promotion of Beverly's cultural heritage and the preservation of its historic places.
  - b. The project is anticipated to leverage grant funding to cover 50% of the project; the City has deliberately not applied for the entirety of the project cost with the expectation of submitting applications for the Massachusetts Historical Commission's FY22 Survey and Planning Grant for the remaining 50% of the project (the maximum allowable percentage of the project cost).
  - c. Without CPA funding, the City will not be able to match the MHC Survey and Planning Grant. Although the neighborhood's historic resources will not necessarily be lost if the area is not surveyed, the City would miss opportunities to highlight the neighborhood's importance to the community, which may in turn lead to degradation and destruction of historic resources or features over time.
  - d. The project is a straightforward, although large, individual survey that would be completed by a qualified historic preservation consultant. The entire project is expected to take less than one year (and per the MHC Survey and Planning Grant, would have to be completed by June 30, 2023. The City has established a clear schedule that will be maintained.
  - e. The project qualifies under the Historic Preservation funding category in the Preservation subcategories (see the response to question "b. CPA Eligibility" above).
  - f. The area is Beverly's most central (downtown) residential neighborhood, being located between the city's two commercial main streets. The survey will serve to record the history and describe the historic attributes of the neighborhood, and will support broader

community goals of supporting Beverly's rich cultural heritage and preserving the city's historic places, as stated in PlanBeverly.

- g. The project is the first step in identifying and supporting the protection of historic resources and character in the neighborhood. Although not under imminent threat, Beverly's 2020 Historic Preservation Plan stresses that the neighborhood, being sandwiched between Cabot and Rantoul Streets, is at highest risk for redevelopment projects. Completing this historic resource survey will identify individual resources and assets that are worth protecting, and will not only promote pride of ownership for many homeowners, but will also help the City identify whether further historic preservation efforts are needed in the neighborhood, such as worthiness of National Register listing, supporting the preservation of historic architectural and landscape features, etc.
  - h. See response to criteria (g).
  - i. The Mayor's Office, Planning Department, Historic Districts Commission, and Grants Department have all emphasized their support for this project, either through establishing the project as a historic preservation priority, participating in the development of this grant application, or by providing letters of support. Ward 2 City Councilor Estelle Rand and Historic Beverly Executive Director Sue Gogonian have also formally endorsed the project and provided letters of support.
  - j. Completing the historic resource survey will not negatively impact any open space or recreational areas or any other historic resources, nor does it have any impact on existing or proposed affordable housing projects.
2. Category Specific Evaluation Criteria – Historic Preservation. The Cabot-Rantoul Residential Neighborhood Survey project (Phase I) fulfills multiple historic preservation criteria:
- a. The project will highlight a neighborhood that has been determined to be historically and architecturally significant by the BHDC.
  - b. The project will facilitate future preservation and rehabilitation efforts; this neighborhood is particularly high-priority for surveying due to its location between Beverly's two main commercial corridors and existing development pressure.
  - c. (f) The neighborhood is accessible to the public. The project may expand public interest in the neighborhood.
  - d. (g) The project enhances the City's historical profile by documenting and celebrating a historic neighborhood and its individual historic resources.

The historic resource survey will be completed in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

**d. Community Need and Public Benefit:**

The Cabot-Rantoul residential neighborhood is one of Beverly's older neighborhoods, with a pattern of development unlike any other in the city. Researching the neighborhood and completing a historic resource survey for the area will provide much-needed information on the neighborhood's history and how historic character has been retained or altered. A historic resource survey will increase neighborhood pride of ownership, and will enable the City to determine whether potential future preservation efforts are appropriate.

**e. Applicant/Organization Background:**

The project will be managed by the Beverly Planning Department, which manages the City's planning and historic preservation (and other) programs. Planning Department staff have

extensive experience in project and grants – including specifically CPA and MHC Survey and Planning grants – management, planning and historic preservation. Past completed projects, including the Powder House National Register nomination and physical restoration, the 2018-2019 Historic Resources Survey Update, the restoration of the historic GAR Hall, and the development of a community-wide Historic Preservation Plan all demonstrate the Planning Department's ability to responsibly and successfully manage projects with a focus on historic preservation. The 2018-2019 Historic Resources Survey Update is an example of a similar project at a smaller scale.

**f. Project Partners:**

The City intends to apply for grant funding from the Massachusetts Historical Commission (MHC) FY22 Survey and Planning Grant to partially (50%) fund the Historic Resource Survey for the Cabot-Rantoul Residential Neighborhood, Phase 1. The City is applying for the maximum grant amount allowed by MHC. Should MHC approve the grant application, they will continue to work with the City and provide invaluable expertise on the project throughout the completion process. Please see the attached invitation from MHC to apply for FY22 Survey and Planning Grant funds for the project.

The Planning Department will collaborate with the Historic Districts Commission (HDC) to provide guidance to the selected consultant and review draft materials. As the area falls primarily in Ward 2, the City will also share information and coordinate with the Ward 2 Civic Association.

**g. Public Support:**

1. A letter of support from Mayor Michael P. Cahill is attached.
2. Susan Goganian, Executive Director of Historic Beverly, has stated she will be submitting a letter of support, which will be forwarded to the CPC upon receipt.
3. The Historic Districts Commission (HDC) has determined the Cabot-Rantoul residential neighborhood to be historically significant and worthy of further research, and emphasized their enthusiasm for the project. The HDC will be considering a letter of support at their January 26<sup>th</sup> meeting.

**h. Site Control:**

Ownership is not required to complete historic resource surveys. Historic resource surveys have no negative impact on private properties (only providing information about respective properties' histories) and, in this case, do not require private property access due to the nature of the built environment and the ability to review buildings and properties from adjacent public ways. The entire study area includes over 100 properties, most with different ownership. The City of Beverly Planning Department will manage the project and share the survey with property owners in the survey area.

**i. Feasibility:**

This project involves a single process of hiring a consultant and working with said consultant to complete the area survey. The consultant selection process would be determined following (potential) approval of an MHC FY22 Survey and Planning Grant. As the survey will be completed by a consultant rather than in-house, the project does not require significant staff capacity. Additionally, the Planning Department consistently manages multiple projects and programs at one time, and is able to add this project to current capacity.

**j. Maintenance and Long-Term Preservation:**

Completing historic resource surveys – both of individual properties and of larger areas – raises awareness and often increases communities' perceived value of respective sites. Although the project does not require any maintenance or long-term preservation, surveying the historic Cabot-Rantoul residential neighborhood will support and encourage ongoing maintenance and protection of the area and its historic resources.

**k. Maps and Visual Materials:**

Please see the following attachments:

1. GIS Map of the Cabot-Rantoul residential neighborhood, Beverly, MA (PDF)
2. Determination of Historical Significance (PDF)

**l. Other Attachments**

1. MHC Invitation to Apply for the FY22 Survey and Planning Grant (PDF)
2. MHC Sample Scope of Work for Historic Resource Survey (Word DOC)
3. Project Quote from Wendy Frontiero (PDF)

**m. Detailed Cost Estimate**

Planning Staff previously conferred with historic preservation consultant Wendy Frontiero, who provided a cost estimate of \$40,000 for Phase 1 of the survey project, to survey approximately 100 individual properties/resources in a mix of individual and area survey form. Ms. Frontiero subsequently provided a quote for the same amount (attached). Following the approval of pre-applications for both CPA funds and the MHC Survey and Planning Grant, Planning Staff also conferred with MHC Staff, who have stated that for a \$40,000 project, they would expect approximately 150 properties to be surveyed in a mix of area and individual property forms. MHC Staff acknowledged Ms. Frontiero's estimate but noted that the project would need to go out to bid per federal requirements, and that should the City need to amend the number of properties to be surveyed, such action should be taken depending on the success of the bid process. Given the project's dependence on MHC Survey and Planning Grant to complete funding, and the subsequent need to abide by grant requirements and MHC staff guidance, Planning Staff hereby refers to the attached, MHC's Invitation to Apply for the FY22 Survey and Planning Grant, and subsequent discussions outline above as a cost estimate.



**CITY of BEVERLY**  
**OFFICE of THE MAYOR**

*191 Cabot Street*  
*Beverly, Massachusetts 01915*  
*Phone (978) 921-6000*  
*Fax (978) 922-0285*

*Mayor*

*Michael P. Cahill*

*Chief of Staff*

*Joscelyn Ruelle-Kersker*

*Executive Secretary*

*Martha A. Lewis*

January 6, 2022

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

I would like to submit this letter of support for the historic resource survey project to survey the residential neighborhood between Cabot and Rantoul Streets. The residential neighborhood between Cabot and Rantoul Streets is unique among Beverly for its variety of housing types and styles, the cohesive nature of the streetscape, and its diversity of residents. A survey of the neighborhood will provide educational material about the neighborhood's history, encourage the preservation of historic buildings, and increase residents' pride in their neighborhood. The survey will also provide baseline information to help the City determine whether the neighborhood is worthy of National Register designation and further Beverly's historic preservation priorities, as outlined in our 2020 Historic Preservation Plan.

I am pleased to endorse Phase I of this neighborhood survey project. Thank you for the opportunity to comment.

Sincerely,

Michael P. Cahill  
Mayor

cc: Planning Department

### Cabot-Rantoul Residential Neighborhood



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

City of Beverly, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 8/1/2018  
Data updated 8/1/2018

Print map scale is approximate.  
Critical layout or measurement  
activities should not be done using  
this resource.



**Application for Determination of  
Historic Significance**

City of Beverly, Massachusetts  
**Historic District Commission**  
 City Hall, 191 Cabot Street, Beverly, MA 01915

Project Proponent: (Name and Contact Information)	City of Beverly c/o Emily Hutchings, Assistant Planning Director 191 Cabot Street Beverly, MA 01915
Name of Project:	Historic Resource Survey (MHC Inventory Form) for Cabot to Rantoul Residential Neighborhood, Phase I
Historic Name of Property:	None, residential neighborhood between Cabot and Rantoul Streets
Address of Project:	Residential neighborhood between Cabot & Rantoul Streets; includes properties on School, Edwards, Fayette, South Hardy, Pleasant, Hardy, Phillips, Elm, Vestry, Milton, Wallis, Bow, Home, Chapman, Ashland, Federal, Mulberry, Chase, Pond, Arthur, Judson, West Dane, Mechanic, Roundy, Elliott, Chestnut, Summer, Myrtle, & Lenox Streets; Highland, Galloupe, & Railroad Avenues; Highland Terr., Chestnut Park, and Broadway
Year built:	Varies; mostly 1800s-1920s
Source for year built:	City GIS

Please submit six copies of this cover sheet and six copies of the following supporting materials:

- If listed on the State Register of Historic Places, a copy of the State Register of Historic Places or the Massachusetts Cultural Resource Information System (MACRIS) database showing the property name, address and listing status.
- OR (if not listed on the State Register of Historic Places) all of the following:
  - If available, a copy of the Massachusetts Historical Commission (MHC) Inventory Form
  - A brief statement describing how the property is significant in the history, archaeology, architecture or culture of Beverly (no more than 500 words)
  - Color photographs of the project property (no more than 5)

**For Official Use Only:**

Data received: 11/4/21 BHDC Meeting date: 11/10/21

**DETERMINATION**

The Beverly Historic District Commission hereby certifies that:

- The property is listed on the State Register of Historic Places
- The property has been determined by the BHDC to be significant in the history, archaeology, architecture or culture of Beverly. Meeting date: \_\_\_\_\_
- The property is not historically significant. Meeting date: 11/10/21

Signed: William Finch  
 William Finch, Chair

Date: 11/15/21



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Massachusetts Historical Commission

December 10, 2021

Emily Hutchings  
City of Beverly Planning Department  
191 Cabot Street  
Beverly, MA 01915

Dear Emily:

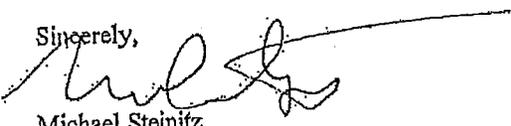
At its December 8th meeting the Massachusetts Historical Commission (MHC) reviewed the City of Beverly's Letter of Intent (pre-application) for Fiscal Year 2022 Survey and Planning Grant funds. MHC is pleased to invite you to submit a full application for the Cabot - Rantoul Neighborhood Survey - Phase I. At this time the MHC is inviting you to submit a full application for the amount of \$20,000. Please note that the submission deadline is Monday, February 7, 2022. Full application materials are enclosed. Note that a letter of support from the Beverly Historic Districts Commission is required.

In the FY22 grant round MHC received thirty-two (32) pre applications requesting a total of \$450,340. MHC's FY22 federal funding allocation has not yet been established. MHC must award a minimum of 10% of its federal funding for FY22 to Certified Local Governments. Seven (7) CLG and fourteen (14) non-CLG projects have been invited to submit full applications for the FY22 round, for projects requesting a total of \$334,500. The City of Beverly's application falls in the Non-CLG category.

Your full application will be given every possible consideration; but funds are limited, and grants are awarded on a competitive basis. This invitation to submit a full application is not an assurance of project funding, or of the level of funding that MHC may offer, should a grant be awarded.

We strongly recommend that all invited applicants review their proposed project with MHC staff prior to preparing and submitting the full application. Within the upcoming weeks, please contact Peter Stott or me to discuss in more detail the development of the scope of work and budget for your project. As we are largely working remotely, please email us to set up a phone conversation, at [peter.stott@sec.state.ma.us](mailto:peter.stott@sec.state.ma.us) or [michael.steinitz@sec.state.ma.us](mailto:michael.steinitz@sec.state.ma.us).

Sincerely,

  
Michael Steinitz  
Deputy State Historic Preservation Officer  
Director, Preservation Planning Division  
Massachusetts Historical Commission

Encls.

xc (w/out encl): William Finch, Beverly Historic Districts Commission

220 Morrissey Boulevard, Boston, Massachusetts 02125  
(617) 727-8470 • Fax: (617) 727-5128  
[www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)

# Sample Scope of Work for Community-wide Survey

## ATTACHMENT A

### City/Town of \_\_\_\_\_ Historic Properties Survey

#### SCOPE OF WORK

##### PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive-level community-wide survey of cultural and architectural resources in the city/town of \_\_\_\_\_. This project will be structured to provide professional cultural and architectural resource survey expertise to the community. Specific project goals are as follows:

- 1) To conduct a community-wide survey to assess and document approximately \_\_\_\_ selected cultural and architectural resources, following Massachusetts Historical Commission (MHC) survey standards and methodology.
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

##### METHODOLOGY

###### The Analytical Framework:

The community-wide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and *Technical Guidelines for Electronic Files in MHC S&P Surveys* (2020). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for the town and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the town.

#### Phase Meetings:

The project consists of four phases. Project personnel, both the consultant and the project coordinator, will participate with MHC staff in conference calls or online meetings to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

#### The Inventory:

The community-wide survey will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The survey will consider all periods of architectural and historic development from the period of first colonial European presence to circa 1975. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The community survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *Technical Guidelines for Electronic Files in MHC S&P Surveys* (2020), as well as the Secretary of the Interior's *Standards and Guidelines for Identification* (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

## SCOPE OF WORK

### *Phase I (6 weeks)*

#### Tasks:

- (Start-up meeting) Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available online documentary materials and other collections accessible by consultants (LHC files, local and regional libraries and archive collections, etc.); Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of town-based GIS data suitable for use in the project;
- Review existing inventory forms on file at both the LHC and at the MHC;
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.
- Discuss with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

#### Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
  1. Survey objectives;
  2. Criteria for selecting properties for survey;
  3. Procedures to be followed in the survey and forms of products to be created;
  4. Expectations about the kind, location, and character of historic properties to be recorded;
  5. An assessment of existing documentation;
  6. A brief description of the amount and kinds of information to be gathered about the properties;
  7. Bibliography, including identification of web-based resources to be used in the project.

*Phase I will be completed by Friday, October 28, 2022*

### *Phase II (8 weeks)*

#### Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Discuss with LHC and MHC staff to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, December 23, 2022

*Phase III (20 weeks)*

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and LHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.
- Discuss with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the draft survey forms and National Register nomination recommendations.

Products:

- Unnumbered complete draft inventory forms for approximately \_\_\_\_ properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination

Phase III will be completed by Friday, May 12, 2023

*Phase IV (7 weeks)*

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Recommendation statements to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

## Products:

- Hard-copy numbered MHC inventory forms for approximately \_\_\_\_\_ properties (two sets with original photographic prints: one for MHC and one for the LHC. Inventory forms must be printed single-sided on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms, clipped - not stapled - to each form.)
  - Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the LHC).
  - Survey Final Report (four *paginated, unbound, single-sided* copies (two for MHC, two for LHC) which will include the following sections:
    1. Abstract;
    2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
    3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
    4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
    5. Further study recommendations; and
    6. Bibliography.
  - CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report.
  - A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images. Digital images must be a minimum of 1.0 megapixels in resolution.
- \*\* The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.

*Phase IV will be completed and submitted to the MHC and LHC by Friday, June 30, 2023*

WENDY FRONTIERO, R.A.  
*Architect and Preservation Consultant*  
120 Maplewood Ave., Apt. 204 • Gloucester, Mass. 01930  
tel. 617 • 290 • 8076  
e-mail wfrontiero@alum.mit.edu

3 January 2022

Emily Hutchings, Assistant Planning Director  
City of Beverly  
191 Cabot Street  
Beverly, Mass. 01915

Dear Emily:

This letter constitutes a quote for preparing an Historic Resource Survey for the Cabot to Rantoul Residential Neighborhood- Phase I.

The project will comprise the documentation of approximately 100 historic resources, following current Massachusetts Historical Commission (MHC) survey standards and methodology. Assuming that the project will be co-sponsored and partially funded by MHC, it will follow the standard MHC scope of work, including a methodology statement (Phase I); final list of properties to survey and representative draft inventory forms (Phase II); draft MHC inventory forms, draft discussion of National Register contexts, and preliminary recommendations for National Register nomination (Phase III); and final MHC inventory forms, large-scale base maps, and a survey final report (Phase IV). Phase I will include refining the limits of the area to be surveyed and determining the use of individual building inventory forms (Form B) and/or one or more area inventory forms (Form A). The total count of approximately 100 resources to be surveyed includes resources documented both individually on Form Bs and as components of an area form.

The time frame for this project is 41 weeks (the standard MHC schedule) from receipt of a notice to proceed (an executed contract) to submittal of final Phase IV products. For purposes of a preliminary quote, the fee for this work would be \$40,000. The actual fee would be based on the final scope of work issued for the project.

Please let me know if you have any questions or need further information. Thank you for your consideration!

Sincerely,

*wendy frontiero*

Wendy Frontiero

NO. 076

HISTORIC

Beverly

| HistoricBeverly.net | 117 Cabot Street Beverly, MA 01915 P. 978-922-1186

3 Houses, 5 Centuries, 1000s of Stories

January 11, 2022

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

I would like to submit this letter of support for the historic resource survey project to survey the residential neighborhood between Cabot and Rantoul Streets. The residential neighborhood between Cabot and Rantoul Streets is one of Beverly's oldest, largest, and most socio-economically diverse neighborhoods. However, very few of the properties in the neighborhood have been thoroughly surveyed. A survey of the neighborhood will provide educational material about the neighborhood's history and encourage the preservation of historic buildings and resources in the neighborhood. The survey will also provide baseline information to help Beverly determine whether the neighborhood is worthy of National Register designation or whether there may be an interest in – or need for – local protections.

I am pleased to endorse this historic resource survey project in its entirety, particularly Phase I of the project, which is currently under consideration for funding. Thank you for the opportunity to comment on this project.

Sincerely,



Susan J. Goganian

Director

cc: Planning Department



**CITY of BEVERLY**  
**HISTORIC DISTRICTS' COMMISSION**

*191 Cabot Street*  
*Beverly, Massachusetts 01915*  
*Phone (978) 921-6000*  
*Fax (978) 921-6187*

*Mayor*

*Michael P. Cahill*  
*Chairperson*  
*William Finch*

*Members*

*Gregory A. Howard*  
*Suzanne LaMont*  
*John Leahy*  
*Caroline Baird Mason*  
*Wendy Pearl*

January 27, 2022

Community Preservation Committee  
Planning Department  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

Dear Chairperson Richter and members of the Community Preservation Committee:

At the January 26, 2022 regular meeting of the Beverly Historic Districts Commission (HDC), the members reviewed the request by the Beverly Planning Department to apply for CPA monies to partially fund the first phase of survey work for the residential neighborhood between Cabot and Rantoul Streets. The Commission voted unanimously to endorse this request for funding.

The residential area between Cabot and Rantoul Streets is a historic neighborhood that is unique within Beverly for its development patterns. Although the neighborhood has a variety of housing types and styles from nearly every period of Beverly's development, a significant portion of its development was informed during the Industrial Revolution and the expansion of Beverly's downtown, particularly with the construction of the downtown train depot and industry along Rantoul Street. Surveying the area will provide critical information about its historic resources that will support educational efforts, encourage preservation, and expand a sense of ownership and pride within the neighborhood. The neighborhood survey work is highlighted as a priority in our 2020 Historic Preservation Plan, and will inform future preservation activities related to the district.

Thank you for the opportunity to comment on this project. If you have any questions or concerns, please contact Assistant Planning Director Emily Hutchings at [ehutchings@beverlyma.gov](mailto:ehutchings@beverlyma.gov).

Sincerely,

William Finch, Chairman  
Beverly Historic Districts Commission

cc: Planning Department



**City of Beverly**  
**Community Preservation Committee**  
 c/o Planning and Development Department  
 Beverly City Hall, 191 Cabot Street  
 Beverly, MA 01915

NO. 076

Staff Contact: Denise Deschamps Email: [ddeschamps@beverlyma.gov](mailto:ddeschamps@beverlyma.gov) Phone: 978-605-2356  
 CPC Website: <https://ma-beverly.civicplus.com/409/Community-Preservation-Committee>

**2021-2022 CPA PROJECT FUNDING APPLICATION**

**Deadline:** Ten double-sided copies and one electronic copy in PDF format of the application and supporting materials must be submitted on or before **Noon on Tuesday January 11, 2022** to the address above.

**Section 1: General Information**

**Project Title:** Anchor Point Phase 2 **Date:** 12/15/21  
**Project Location/Address:** 106 Sohler Road, Beverly, MA 01915

<b>Name of Applicant:</b> <u>Andrew Leonard</u> <b>Organization:</b> <u>Harborlight Community Partners</u> <b>Contact Person:</b> <u>Andrew Leonard</u> <b>Mailing Address:</b> <u>PO Box 507</u> <b>Telephone:</b> <u>978-473-7523</u> <b>Email:</b> <u>aleonard@harborlightcp.org</u>	<b><u>NAME OF OWNER IF DIFFERENT FROM APPLICANT</u></b> <b>Name of Owner:</b> <u>Anchor Point LLC</u> <b>Mailing Address:</b> <u>PO Box 507</u> <b>Telephone:</b> <u>978-473-7523</u> <b>Email:</b> <u>aleonard@harborlightcp.org</u>
--	---

**Section 2: CPA Project Category and Purpose**

Please CHECK all CPA Categories and Purposes that you believe apply to this project. Refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes:

CPA CATEGORY - OPEN SPACE	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration**

CPA CATEGORY - RECREATION	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY - HISTORIC RESOURCES	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY - COMMUNITY HOUSING	
PURPOSES:	
<input type="checkbox"/>	Acquisition
X	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Support
<input type="checkbox"/>	Rehabilitation/Restoration**

\*\*If acquired with CPA funds

### Section 3: Budget and Funding Request Summary Information

Total Project Cost: \$ 23,235,934 CPA Funding Request: \$ 400,000

CPA Funding Request as percentage of Total Project Cost: 2%

### Section 4: Project Narrative

Please attach a detailed project narrative that addresses each of the following items. The narrative should not exceed 5 typed pages. Double-sided copies would be appreciated. The Community Preservation Fund Allowable Spending Purposes Chart and General and Category Specific Evaluation Criteria can be found in the 2021-2022 CPA Round 9 Application Process Information and Instructions document.

- a. **Project Description and Goals:** Please provide a thorough description of the project. What will the project accomplish? What goals will the project achieve?
- b. **CPA Eligibility:** Please describe how the project complies with the project categories and purposes you selected in Section 2. Please refer to the "Community Preservation Fund Allowable Spending Purposes" chart for definitions of CPA eligible project categories and purposes.
- c. **General and Category Specific Evaluation Criteria:** Please identify the General and Category Specific Evaluation Criteria that this project addresses. Briefly describe how your project addresses the criteria you have identified. Preference will be given to proposals that address multiple criteria.
- d. **Community Need and Public Benefit:** Please describe why the project is needed and how the community will benefit from this project. When developing your answer consider who in the community will directly benefit from the completed project and what resources will be protected because of this project.
- e. **Applicant/Organization Background:** Please provide a brief description of the applicant/organization's profile and project history. Explain the applicant/organization's ability and capacity to undertake and successfully execute the project. Where possible, highlight other projects of a similar scope and scale that the applicant/organization has successfully implemented.
- f. **Project Partners:** Please identify any partners involved in this project and describe the specific role the partner will play. Please attach commitment letters from funding partners, including in-kind service providers.
- g. **Public Support:** Please describe any public support or endorsements the project has received from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members. Please attach letters of support or endorsement to demonstrate the public support you have described. Preference will be given to proposals that can demonstrate community support.
- h. **Site Control:** Do you as the applicant/organization currently own or control the project location?
  - **If yes**, please affirm control of the site in the project narrative and attach documentation that demonstrates ownership or control of the project location (e.g. Purchase and Sale Agreement, option, deed).
  - **If no**, please describe in detail the Owner's role and responsibilities related to this project. **If the applicant/organization does not have site control, the Owner must co-sign the application and provide a written and signed confirmation of their project role and responsibilities.**

*[NOTE: If the property is owned or the project must be managed by the City of Beverly or another public entity, then Massachusetts General Laws related to procurement (purchasing) and federal health and labor standards apply. Please refer to Section VI. in the 2021-2022 CPA Round 9 Application Process Information and Instructions document for detailed information. It is important to understand these requirements as they may impact your budget and project schedule.]*

- i. **Feasibility:** List and explain all actions or steps that will be required for completion of the project (e.g. 21E environmental assessments; zoning, planning board, conservation commission permits and/or approvals; easements or restrictions; subordination agreements; etc.).
- j. **Maintenance and Long-Term Preservation:** What type of ongoing maintenance and upkeep will be required once the project is complete? Please identify the individual or entity that will be responsible for these activities and include detailed maintenance costs, if applicable, and funding and revenue sources, if any. Explain any specific guarantees that will assure long-term preservation of the project.
- k. **Maps and Visual Materials:** Please attach plans, maps, photos, architectural drawings, specifications, or any other visual aids to help describe the project to the Committee (e.g. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans, etc.).

### Section 5: Project Budget

Please complete the **Project Budget Form** on Page 5 of this application.

- Under "Sources of Funding" identify all sources of funding you are pursuing for this project. Indicate the amount and status of each identified funding source (i.e. secured, requested, in-kind), including CPA funding.
- Please attach award letters, notifications, or letters of commitment for secured funding sources and in-kind service providers.
- Under "Itemized Project Expenses" itemize all expenses associated with the project. Identify the amount of each expense and indicate if CPA funds will directly fund that expense.
- "Total Project Funding" should match "Total Project Cost".
- It is **IMPORTANT** to attach supporting documentation to substantiate identified costs. Applicants must obtain and attach **professionally prepared quotes** for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.
- For Community Housing projects please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

### Section 6: Project Schedule

Please complete the **Project Schedule Form** on Page 6 of this application.

- Identify and describe each significant step of the project, noting all project milestones, the date on which the step of the project will commence, and the anticipated project completion date.

**Section 7: Additional Information**

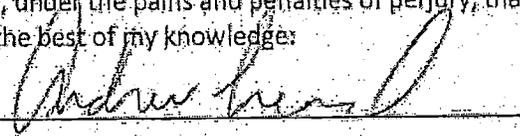
If applicable and appropriate, additional information or supporting documentation should also be attached. If supporting documents total 10 pages or more, an electronic copy (PDF) of said documents must be provided. Supplemental information may include, but not be limited to:

- Natural resource features
- Historic structure report or existing conditions report
- For "Historic Resources" projects ONLY, the applicant must obtain a Determination of Historic Significance from the Beverly Historic District Commission.
- For projects involving construction, restoration, or rehabilitation, please include evidence that appropriate professional standards will be followed.
- Any other information the applicant considers important or useful in the Committee's evaluation of the proposal.

**Section 8: Required Applicant/Owner Signatures**

I, the applicant, certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant's Signature:



Date:

1/10/28

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO WHICH CRA FUNDING WOULD BE APPLIED THEN THE OWNER MUST ALSO SIGN THIS APPLICATION.

Owner's Signature:

Date:

(If Different from Applicant)

**2021-2022 CPA PROJECT FUNDING APPLICATION**  
**Project Budget Form**

**Project Title:** Anchor Point Phase 2  
**Applicant Contact Person:** Andrew Leonard  
**Applicant Organization:** Harborlight Community Partners

SOURCES OF FUNDING			
Source	Amount	Percentage of Total Project Funding	Status (i.e. secured, requested, in-kind)
Community Preservation Act Fund	\$400,000	2%	Requested
Tax Credit Equity	\$10,078,734	43%	Requested
Seller note	\$377,200	2%	Secured
DHCD HOME	\$825,000	4%	Requested
Other Local Funds	\$580,000	2%	Requested
Other State Funds	\$4,500,000	19%	Requested
Permanent Loan	\$6,275,000	27%	Requested
Deferred Fee	\$200,000	1%	Secured
<b>Total Project Funding:</b>	<b>\$23,235,934</b>		

ITEMIZED PROJECT EXPENSES - TOTAL PROJECT COST		
Expense	Amount*	To be funded by CPA? Y/N Please refer to the "Allowable Spending Purposes" chart
Acquisition	\$1,771,000	N
Construction	\$16,177,799	Y
Architecture and Engineering	\$557,588	N
Other Soft Costs	\$2,130,581	N
Capitalized Reserves	\$520,468	N
Developer Overhead	\$1,039,249	N
Developer Fee	\$1,039,249	N
<b>Total Project Cost:</b>	<b>\$23,235,934</b>	

\* Applicants must obtain and attach **professionally prepared quotes** for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.

For Community Housing projects: Please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

**2021-2022 CPA PROJECT FUNDING APPLICATION**  
**Project Schedule Form**

**NO. 076**

**Project Title:** Anchor Point Phase 2  
**Applicant Contact Person:** Andrew Leonard  
**Applicant Organization:** Harborlight Community Partners

Please provide a project timeline below. Identify and describe each significant step of the project, noting all project milestones, the date on which this step of the project will commence, and the anticipated project completion date.

	<b>Estimated Date</b>	<b>Activity</b>
<b>Project Start</b> State Application	January 2022	Submit OneStop application to State with 70% CDs and updated construction estimate
State Funding Award	March 2022	Receive award of state fund and begin finalizing construction documents and schedule of values
<b>Project Milestone</b> 100% CDs and Final Bid	May 2022	Bid project based on final drawings and prepare to enter into construction contract
Construction Closing	June 2022	Sign construction contract and close on all financing. Begin construction.
<b>50% Completion</b>		
50% Completion	January 2023	The midway point on the construction nprocess
<b>Project Milestone</b>		
Certificate of Occupancy	August 2023	Receive final certificate of occupancy and begin rent up.
<b>Project Completion</b>	May 2024	Stabilized operations and permanent loan closing

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

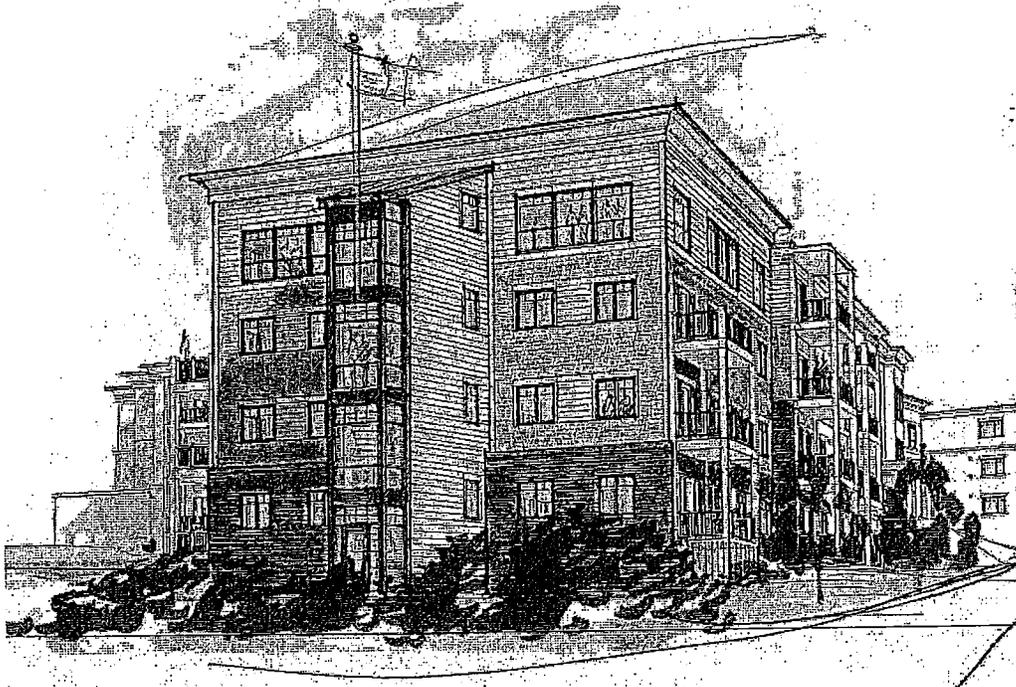
## Application Materials Checklist

- Completed CPA Funding Application form, including:
  - Project Narrative
  - Project Budget Form
  - Project Schedule Form
  - Applicant's Signature
  - Owner's Signature (If the applicant is not the owner of the property to which CPA funding would be applied)
  
- Supporting Documentation, including but limited to:
  - Professionally prepared quotes for project costs OR detailed cost estimates
  - Commitment letters from funding partners, including in-kind service providers
  - Letters of support or endorsement from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members
  - Evidence of Site Control
    - Purchase and Sale Agreement, option, deed; OR
    - Owner's written and signed confirmation describing their project role and responsibilities
  - Maps/Visual Materials, including but not limited to:
    - Plans
    - Maps (USGS topographic map, assessors map, GIS/aerial photo maps)
    - Photos
    - Architectural drawings/Renderings/Design plans
  - Additional Materials, including but not limited to:
    - Historic structure report or existing conditions report
    - For Historic Resources projects - Determination of Historic Significance from the Beverly Historic District Commission -
    - For projects involving construction, restoration, or rehabilitation - Evidence that appropriate professional standards will be followed -
    - For Community Housing projects - Development budget and a "sources and uses" budget.
    - For Community Housing/Home Ownership projects - Affordability analysis
    - For Community Housing/Housing Rental projects - Five-year operating budget

**EXHIBIT 1**

- Project Narrative

**Section 4. Project Narrative**



**BUILDING B FROM INTERSECTION OF SOHIER ROAD AND TOZER ROAD**

This CPA application is for Phase 2, which is comprised of 39 units in building. Phase 1 is currently in construction and will open in July 2022. Phase 3 is the construction of a community center and will be financed privately with philanthropy.

**A .Project Description**

Anchor Point is a currently under, phased 77 unit development of affordable two and three-bedroom rental apartments for families, sponsored by Harborlight Community Partners (HCP). HCP owns the 5.07 acre site, which is currently undeveloped, except for the progress on Phase1, a 38 unit residential building set to open in July 2022. HCP proposes to build the project in three phases. There is an underground water main running through the middle of the site, which divides the site. Phase 1 of the project consists of a residential building (Building A to the north of the site) with 38 units (all two and three bedrooms) plus lobbies, lounges, and in-building laundry. Construction began on Phase 1 in June 2021 and will finish in July 2022. Phase 2 (Building B to the south of the site) will largely mirror building A, but will house 39 affordable units. A separate, smaller building will house multi-purpose community spaces, management offices, and, on the second floor, new corporate offices for HCP (offices will be funded separately). The community building is Phase 3.

Anchor Point Phase 2 will provide high quality housing for families earning at or below 60% of the area median income (AMI), which in 2021 is \$72,500 for a family of four. In addition, 20% of the units (8 apartments) will be set aside for families coming out of homelessness. This is in direct response to the regional Mayors' Memorandum of Understanding addressing the need to create new units for homeless individuals and families. HCP will set aside an additional eight units for families earning at or below 30% AMI. The site is zoned under 40R "Smart Growth" zoning, and the project has been permitted by the Planning Board.

The exterior landscaping is thoughtfully designed to include a series of different spaces for both children and adults. There will be a splash pad built as part of Phase 2 which will join amenities such as a fenced-in playground and half-court basketball court included in Phases 1 and 3. In addition, every apartment at grade will have some access to outdoor space. Units on the second and third floor will have a Juliet balcony. The design includes flat roofs for solar panels, but the detailing and articulation of the buildings maintains a residential feel.

There is a great deal of local support for the project, and robust local funding will be essential in the creation of these affordable, family homes. Once funding is secured, the project is shovel-ready.

#### **B. CPA Eligibility, Community Preservation Need**

Anchor Point Phase 2 falls under the Community Housing, Creation category as it will bring about the creation of 39 new affordable housing units targeted at families earning at or below 60% AMI.

#### **C. General and Category Specific Evaluation Criteria**

Anchor Point falls under several of the CPC General Requirements; we have additional funding sources from the City of Beverly Affordable Housing Trust and the Planning and Community Development Department, both of which have committed funding for Phase 1 and are anticipated to do so for Phase 2. Anchor Point has received a number of supports from the City of Beverly municipal boards and departments and community leaders. The project satisfies the requirements outline by the Department of Revenue's Community Preservation and Allowable Spending Purposes:

- Creates 39 new affordable two and three bedroom rental apartments for families.
- All units will be affordable to households at or below 60% AMI, which is more deeply affordable than the 80-100% AMI set out in the guidelines. Additionally, 41% of those units will be reserved for homeless families, at or below 50% AMI.
- The requested CPA funding would be used for the creation (construction cost) of the new building.

Anchor Point meets the following Community Housing specific evaluation criteria.:

- Will have a 30 year term of affordability recorded with the deed,
- Supports the housing need of low – moderate income residents who earn less than 60% AMI,
- Provides housing that is in harmony with the existing design of the surrounding community ,
- Provides affordable rental opportunities, and
- Creates affordable housing units.

#### **D. Community Need and Public Benefit**

Beverly, as with much of the North Shore and the greater Commonwealth, is experiencing a significant affordable housing shortage. A low-income family in Beverly may have to wait more than five years for affordable housing. This finding, from our market study, reinforces what HCP sees daily in our waitlists (56 households waiting for 2- and 3-bedroom units) and calls from individuals in search of family housing.

According to our market study:

The Beverly Housing Authority owns and manages 182 two- and three-bedroom units designated for families. As of November 5, 2018, there were 1,279 households waiting for a family unit, including 864 households waiting for a two-bedroom unit and 415 households waiting for a three-bedroom unit. Wait time for a family household averaged five to ten years.

[Existing privately owned affordable housing units] contain two- and three-bedroom flat-style units like the Subject Property. They contain a total of 90 two-bedroom units and 29 three-bedroom units. All of the properties are fully occupied with extensive wait lists, indicating an immediate demand for additional affordable housing.

The creation of 39 new affordable housing units, along with the necessary and conveniently accessible amenities will help ensure that those families who are integral to our City, both in their professional and community lives, may securely, and without worry, call it home.

#### **E. Applicant/Organization Background**

Harborlight Community Partners owns, manages, and supports 392 units of housing in 2018, providing homes for an estimated 525 people. Many of these units are located in Beverly at Turtle Woods, Turtle Creek, and Harborlight House. This project presents an opportunity to both deepen our roots in Beverly, and to provide greatly needed affordable family housing, including housing for homeless families.

Please see Exhibit 4 for additional organizational information about HCP.

#### **F. Project Partners**

The project team has decades of experience with developing, designing, building, and operating community affordable housing. The team is as follows:

**Current Owner: Anchor Point LLC** (a single purpose entity wholly owned by HCP)

**Sponsor, Developer, Long-term Property Manager and Leasing Agent:**

**Harborlight Community Partners, Inc.**

Andrew DeFranza, Executive Director

Kristin Carlson, Director of Real Estate Development

Tim Donovan, COO

Andrew Leonard, Senior Project Manager

**Architect: SV Design**  
Thad Siemasko, Principal

**Civil Engineer:** Meridian Associates, Chris Broyles

**Cost Estimate:** Groom Construction

**Contractor:** Groom Construction, project will be competitively sub-bid.

### **G. Public Support**

The local support for Anchor Point is extremely strong and has been expressed in many ways. In terms of funding, the City is expected to allocate a portion of its HOME and Affordable Housing Trust Fund dollars to the project. On the political side, the leadership at the city was instrumental in the creation of a regional MOU to address homeless housing. The 40R rezoning effort, making the creation of multi-family units at the site a possibility, was also led by the city of Beverly, and was approved unanimously by the City Council.

Additionally the project has also received LOIs for private funding from MHP (Mass Housing Partnership) and Boston Private, as well as three tax credit syndicators, and CEDAC has provided acquisition and predevelopment funding (see Exhibit 3).

Lastly, several local elected officials and community organizations have provided letters of support (see Exhibit 3).

### **H. Site Control**

The property is owned by Anchor Point LLC, a subsidiary of Harborlight Community Partners (see Exhibit 4).

### **I. Feasibility**

The project site was zoned as 40R by a unanimous vote by City Council in January 2018, which demonstrated strong support for new multi-family affordable housing at this location. HCP acquired the site in January 2018 and owns the site (see Exhibit 1 for deed). Additionally the following milestones have been completed:

- 21 E Environmental Assessment completed March 2021, no Recognized Environmental Conditions (RECs) identified (see Exhibit 5).
- Mass Historic Commission issued a letter of no adverse impact in April of 2018 (see Exhibit 6).
- The project was approved by Beverly's Design Review Board in September 2018.
- The project was approved by Beverly Parking and Traffic in October 2018.
- The project was approved by the Planning Board in October 2018. As part of the permitting process, a traffic study, civil design drawings, and storm water calculations have been completed.

Design Development drawings have been prepared, a pre – application has been submitted with the state DHCD in October 28, 2021. Full application will be January 13, 2022.

### **J. Maintenance and Long Term Preservation**

Harborlight Community Partners is committed to both the affordability for the tenants and the building and its neighborhood, over the long-term. HCP manages all of its housing properties, to ensure resident quality of life and physical upkeep, and to maintain affordability. Anchor Point will have, at a minimum, a 30 year term of affordability, which will be recorded with the deed.

Future repairs and improvements will be funded by a Replacement Reserve account, which is planned to be capitalized at closing of the project financing. Each year, additional contributions will be added to the reserve, out of operational income. This set aside funding will ensure that the project is well maintained over time.

#### **K. Maps and Visual Materials**

Please see Exhibit 7 for map and design plans.

NO. 076

**EXHIBIT 2**

- Project Financials
  - Detailed Construction Estimate
  - Sources and Uses Development Budget
  - Five Year Operating Budget

**GROOM CONSTRUCTION**

Project Summary Sheet

Project: Anchor Point - Phase II

Location: Beverly, MA



1/6/2022

SF: 58,710  
Duration: 14 Months

2-Bedroom Units 20 ea  
3-Bedroom Units 19 ea

6,530SF larger than A

DIV	TRADE	ESTIMATE	COST/SF	% TOTAL	NOTES
02	Demolition:	\$0	\$0.00	0.0%	
03	Concrete Formwork:	\$327,167	\$5.57	2.1%	
03	Concrete Flatwork:	\$158,871	\$2.71	1.0%	
04	Masonry:	\$235,200	\$4.01	1.5%	
05	Metals:	\$512,000	\$8.72	3.3%	(Bridge included)
06	Rough Carpentry:	\$1,537,850	\$26.19	10.0%	
06	Finish Carpentry:	\$538,258	\$9.17	3.5%	
07	Thermal & Moisture Protection:	\$411,697	\$7.01	2.7%	
07	Roofing:	\$264,376	\$4.50	1.7%	
07	Siding:	\$441,250	\$7.52	2.9%	
08	Windows:	\$131,819	\$2.25	0.9%	
08	Doors, Frames, & Hardware:	\$525,736	\$8.95	3.4%	
09	Metal Studs & Drywall:	\$741,240	\$12.63	4.8%	
09	Flooring:	\$497,126	\$8.47	3.2%	
09	ACT:	\$30,325	\$0.52	0.2%	
09	Painting:	\$239,750	\$4.08	1.6%	
10	Specialties:	\$48,371	\$0.82	0.3%	
11	Equipment:	\$244,465	\$4.16	1.6%	
12	Furnishings:	\$17,940	\$0.31	0.1%	
13	Special Construction:	\$25,000	\$0.43	0.2%	Radon piping
14	Conveying Equipment:	\$143,250	\$2.44	0.9%	
21	Fire Suppression:	\$257,500	\$4.39	1.7%	
22	Plumbing and Gas fitting	\$1,051,400	\$17.91	6.8%	
23	Heating, Ventilating, and Air Conditioning:	\$1,220,445	\$20.79	7.9%	
26	Electrical:	\$1,530,000	\$26.06	9.9%	
27	Communications:	\$0	\$0.00	0.0%	Intercom system incl.
28	Electronic Safety & Security:	\$0	\$0.00	0.0%	(incl. \$50k in Div. 26)
31	Earthwork:	\$545,311	\$9.29	3.5%	
32	Exterior Improvements:	\$1,419,363	\$24.18	9.2%	(Ret. Wall, Splash Pad & Rails incl.)
33	Utilities:	\$215,779	\$3.68	1.4%	
34	Transportation:	\$0	\$0.00	0.0%	
35	Waterway & Marine:	\$0	\$0.00	0.0%	
41	Material Processing & Handling Equipment:	\$0	\$0.00	0.0%	
44	Pollution Control Equipment:	\$0	\$0.00	0.0%	
01	General Requirements	\$385,413	\$6.56	2.5%	
01	Project Management & Supervision	\$859,420	\$14.64	5.6%	
01	Insurance	\$167,398	\$2.85	1.1%	
	Fee	\$662,567	\$11.29	4.3%	
	Contingency	\$0	\$0.00	0.0%	
	<b>TOTAL:</b>	<b>\$15,386,287</b>	<b>\$262.07</b>	<b>100%</b>	

Building Permit:

PROJECT TOTAL: **\$15,386,287**

# Section 3 SOURCES AND USES OF FUNDS

## Sources of Funds

### Private Equity:

81 . Developer's Cash Equity	\$
82 . Tax Credit Equity (net amount) <i>(See line 360, Section 5, page 18.)</i>	\$10,078,734
83 . Developer's Fee/Overhead, Contributed or Loaned	\$200,000
84 . Other Source: Seller note - acquisition	\$377,200

### Optional user calculations

State LIHTC		
468,000	0.82	1,918,800
Fed LIHTC		
877,500	0.93	8,159,934

### Public Equity:

85 . HOME Funds, as Grant	\$
86 . Grant:	\$
87 . Grant:	\$
88 . Total Public Equity	\$0

### Subordinate Debt (see definition):

	Amount	Rate	Amortiz	Term
89 . Home Funds-DHCD, as Subordinate Debt	\$825,000	%	yrs.	yrs.
Source: DHCD HOME				
90 . Home Funds-Local, as Subordinate Debt	\$980,000	%	yrs.	yrs.
Source: CPA, Bev HOME, AHTF & NSH				
91 . Subordinate Debt	\$1,000,000	%	yrs.	yrs.
Source: AHTF				
Subordinate Debt	\$1,500,000	%	yrs.	yrs.
Source: HSF				
92 . Subordinate Debt	\$1,500,000	%	yrs.	yrs.
Source: HIF				
93 . Subordinate Debt	\$500,000	%	yrs.	yrs.
Source: CATNHP/TOD				
94 . Total Subordinate Debt	\$6,305,000			

### Permanent Debt (Senior):

	Amount	Rate	Override	Amortiz	Term	MIP
95 . MHFA		%	%	yrs.	yrs.	%
96 . MHFA	\$	%		yrs.	yrs.	%
97 . MHP Fund Permanent Loan	\$6,275,000	5.50%		35.00	20.00	%
98 . Other Permanent Senior Mortgage	\$	%		yrs.	yrs.	%
Source:						
99 . Other Permanent Senior Mortgage	\$	%		yrs.	yrs.	%
Source:						
100 . Total Permanent Senior Debt	\$6,275,000					

101 . Total Permanent Sources \$23,235,934

\$0

### Construction Period Financing:

	Amount	Rate	Term	cash flow:
102 . Construction Loan	\$13,600,000	3.50%	24.0	\$88,108 DSCR year1 1.22
Source: Boston Private				\$114,440 DSCR year 15 1.28
Repaid at: (event)				\$114,006 DSCR year 20 1.28
103 . Other Interim Loan	\$0	%	mos.	
Source:				
Repaid at: (event)				
104 . Syndication Bridge Loan	\$0	%	mos.	
Source:				
Repaid at: (event)				

DHCD \$	\$5,325,000
DHCD \$/unit:	\$136,538

## Uses of Funds

*The Contractor certifies that, to the best of their knowledge, the construction estimates, and trade-item breakdown on this page are complete and accurate.*

**Direct Construction:**

105 . Who prepared the estimates? Groom Name Signature

106 . Basis for estimates? 70% CDs

DV	Trade Item	Amount	Description
107 .	3	Concrete	\$486,038
108 .	4	Masonry	\$235,200
109 .	5	Metals	\$512,000
110 .	6	Rough Carpentry	\$1,537,850
111 .	6	Finish Carpentry	\$538,258
112 .	7	Waterproofing	\$411,697 thermal and moisture protection
113 .	7	Insulation	\$0
114 .	7	Roofing	\$264,376
115 .	7	Sheet Metal and Flashing	\$0
116 .	7	Exterior Siding	\$441,250
117 .	8	Doors	\$525,736
118 .	8	Windows	\$131,819
119 .	8	Glass	\$0
120 .	9	Lath & Plaster	\$0
121 .	9	Drywall	\$741,240 metal studs and drywall
122 .	9	Tile Work	\$0
123 .	9	Acoustical	\$30,325
124 .	9	Wood Flooring	\$0
125 .	9	Resilient Flooring	\$497,126
126 .	9	Carpet	\$0
127 .	9	Paint & Decorating	\$239,750
128 .	10	Specialties	\$48,371
129 .	11	Special Equipment	\$262,405 equipment and furnishings
130 .	11	Cabinets	\$0
131 .	11	Appliances	\$0 included in equipment
132 .	12	Blinds & Shades	\$0
133 .	13	Modular/Manufactured	\$0
134 .	13	Special Construction	\$25,000
135 .	14	Elevators or Conveying Syst.	\$143,250
136 .	15	Plumbing & Hot Water	\$1,051,400 Includes \$25k allowance for passive radon system
137 .	15	Heat & Ventilation	\$1,220,445
138 .	15	Air Conditioning	\$0
139 .	15	Fire Protection	\$257,500
140 .	16	Electrical	\$1,530,000 includes \$50k allowance for CCTV
141 .		Accessory Buildings	\$0
142 .		Other/misc	\$0
143 .		<b>Subtotal Structural</b>	<b>\$11,131,036</b>
144 .	2	Earth Work	\$545,311 Includes \$100k allowance for ledge
145 .	2	Site Utilities	\$235,779
146 .	2	Roads & Walks	\$0
147 .	2	Site Improvement	\$1,419,363
148 .	2	Lawns & Planting	\$0
149 .	2	Geotechnical Conditions	\$0
150 .	2	Environmental Remediation	\$0
151 .	2	Demolition	\$0
152 .	2	Unusual Site Cond	\$0
153 .		<b>Subtotal Site Work</b>	<b>\$2,200,453</b>
154 .		<b>Total Improvements</b>	<b>\$13,331,489</b>
155 .	1	General Conditions	\$385,413
156 .	1	GL Insurance	\$167,628
157 .		<b>Subtotal</b>	<b>\$13,884,530</b>
158 .	1	Builders Overhead	\$859,420
159 .	1	Builders Profit	\$663,478
160 .		<b>TOTAL</b>	<b>\$15,407,428</b>

161 Total Cost/square foot: \$266.10 Residential Cost/s.f.: \$266.10

**Development Budget:**

# 21-Year Operating Proforma (Years 1-5)

NOTE: Do not fill out this section. It is automatically filled in by program.

NO. 076  
Year 5 2028

Calendar Year:

Year 1 2024      Year 2 2025      Year 3 2026      Year 4 2027

**INCOME:**

Low-Income, Rental Assisted	\$260,304	\$264,209	\$268,172	\$272,194	\$276,277
Low-Income, Below 50%	236,688	240,238	243,842	247,500	251,212
Low-Income, Below 60%	575,749	587,264	599,009	610,990	623,209
Other Income (User-defined)	0	0	0	0	0
Market Rate	0	0	0	0	0
<b>Gross Potential Income</b>	<b>1,072,741</b>	<b>1,091,711</b>	<b>1,111,023</b>	<b>1,130,683</b>	<b>1,150,699</b>
Less vacancy	43,697	44,470	45,257	46,057	46,873
<b>Effective Gross Residential Income</b>	<b>1,029,044</b>	<b>1,047,241</b>	<b>1,065,766</b>	<b>1,084,626</b>	<b>1,103,826</b>
Commercial (includes parking)	0	0	0	0	0
Less vacancy	0	0	0	0	0
<b>Net Commercial Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Effective Rental Income</b>	<b>1,029,044</b>	<b>1,047,241</b>	<b>1,065,766</b>	<b>1,084,626</b>	<b>1,103,826</b>
Other Income: Laundry	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
<b>Total Gross Income</b>	<b>1,029,044</b>	<b>1,047,241</b>	<b>1,065,766</b>	<b>1,084,626</b>	<b>1,103,826</b>
Operating Subsidies	0	0	0	0	0
Draw on Operating Reserves	0	0	0	0	0
<b>Total Effective Income</b>	<b>\$1,029,044</b>	<b>\$1,047,241</b>	<b>\$1,065,766</b>	<b>\$1,084,626</b>	<b>\$1,103,826</b>

**EXPENSES:**

Management Fee	61,743	62,834	63,946	65,078	66,230
Administrative	88,070	90,712	93,433	96,236	99,124
Maintenance	105,900	109,077	112,349	115,720	119,191
Resident Services	65,000	66,950	68,959	71,027	73,158
Security	0	0	0	0	0
Electrical	45,600	46,968	48,377	49,828	51,323
Natural Gas	11,400	11,742	12,094	12,457	12,831
Oil (heat)	0	0	0	0	0
Water & Sewer	28,500	29,355	30,236	31,143	32,077
Replacement Reserve	13,650	14,060	14,481	14,916	15,363
Operating Reserve	0	0	0	0	0
Real Estate Taxes	76,000	78,280	80,628	83,047	85,539
Other Taxes	0	0	0	0	0
Insurance	40,700	41,921	43,179	44,474	45,808
MIP	0	0	0	0	0
Other:	0	0	0	0	0
<b>Total Operating Expenses</b>	<b>\$536,563</b>	<b>\$551,899</b>	<b>\$567,683</b>	<b>\$583,926</b>	<b>\$600,644</b>

**NET OPERATING INCOME**

	\$492,481	\$495,342	\$498,084	\$500,700	\$503,182
Debt Service	\$404,373	\$404,373	\$404,373	\$404,373	\$404,373
Debt Service Coverage	1.22	1.22	1.23	1.24	1.24
Project Cash Flow	\$88,108	\$90,969	\$93,711	\$96,327	\$98,809
Required Debt Coverage (Gap)/Surplus for Cov.	\$0	\$0	\$0	\$0	\$0
	\$492,481	\$495,342	\$498,084	\$500,700	\$503,182

	Total	Residential	Commercial	Comments
162 . Acquisition: Land	\$1,771,000	\$1,771,000		Per updated appraisal - \$50,000x77 units permitted
163 . Acquisition: Building	\$0	\$0		
164 . Acquisition Subtotal	\$1,771,000	\$1,771,000	\$0	
165 . Direct Construction Budget	\$15,407,428	\$15,407,428		(from line 159)
166 . Construction Contingency	\$770,371	\$770,371		5.0% of construction
167 . Subtotal: Construction	\$16,177,799	\$16,177,799	\$0	

**General Development Costs:**

168 . Architecture & Engineering	\$557,588	\$557,588		Arch, civil, HERS, Cx
169 . Survey and Permits	\$236,111	\$236,111		\$5K survey + \$15/\$1,000 permits
170 . Clerk of the Works	\$35,000	\$35,000		14 months
171 . Environmental Engineer	\$6,000	\$6,000		Allowance - Phase 2, add'l testing if req'd during construct
172 . Bond Premium	\$75,000	\$75,000		
173 . Legal	\$125,000	\$125,000		Allowance
174 . Title and Recording	\$30,000	\$30,000		Allowance
175 . Accounting & Cost Cert.	\$40,000	\$40,000		Allowance
176 . Marketing and Rent Up	\$25,000	\$25,000		Allowance
177 . Real Estate Taxes	\$108,369	\$108,369		Incl carry cost, 14 months construction
178 . Insurance	\$115,000	\$115,000		Allowance
179 . Relocation	\$0	\$0		
180 . Appraisal	\$12,000	\$12,000		Allowance
181 . Security	\$0	\$0		
182 . Construction Loan Interest	\$580,000	\$580,000		
183 . Inspecting Engineer	\$31,000	\$31,000		14 months + initial report
184 . Fees to: DHCD	\$50,700	\$50,700		Allowance
185 . Fees to: Const loan	\$54,400	\$54,400		40 bps
186 . Fees to perm k	\$62,750	\$62,750		100 bps
187 . Credit Enhancement Fees	\$0	\$0		
188 . Letter of Credit Fees	\$0	\$0		
189 . Other Financing Fees	\$254,902	\$254,902		Predevelopment + acquisition interest
190 . Development Consultant	\$0	\$0		
191 . Other: Utility backcl	\$149,920	\$149,920		Water Demand Fee
192 . Other: FFE	\$50,000	\$50,000		Allowance
193 . Soft Cost Contingency	\$89,429	\$89,429		3.4% of soft costs
194 . Subtotal: Gen. Dev.	\$2,688,169	\$2,688,169	\$0	

195 . Subtotal: Acquis., Const and Gen. Dev.	\$20,636,968	\$20,636,968	\$0
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196 . Capitalized Reserves	\$520,468	\$520,468		RR, OR, Lease-up
197 . Developer Overhead	\$1,039,249	\$1,039,249		
198 . Developer Fee	\$1,039,249	\$1,039,249		

199 . Total Development Cost	\$23,235,934	\$23,235,934	\$0	TDC per unit	\$595,793	\$586,121
200 . TDC, Net	\$22,515,466	\$22,515,466	\$0	TDC, Net per unit	\$577,320	

December 3, 2021

Kristin Carlson  
Director of Real Estate Development  
Harborlight Community Partners  
283 Elliott Street  
Beverly, MA 01915

Re: *Anchor Point Phase II* (the "Project")  
Beverly, MA

Dear Ms. Carlson:

We are pleased to present the following summary of terms for a potential equity investment in a Limited Liability Company or Limited Partnership which develop thirty-nine (39) rental apartments to be constructed at 106 Sohier Road, Beverly, MA.

All 39 apartments will have at or below 60% of Area Median Income ("AMI") and will be eligible for low-income housing tax credits. Eight (8) units will receive Section 8 Vouchers and eight (8) will receive MVRP subsidies.

This summary of terms is based on the information we have received and is further based on certain assumptions made by NEF regarding the development budget, lease-up schedule, pro-forma operating statements, and ownership structure.

The Project will utilize Federal and Massachusetts State low-income housing tax credits. NEF, as Investor Member, will be entitled to 99.99% of the Federal and State LIHTCs.

Annual Low-Income Housing Tax Credit Allocation:  
\$877,500 over 10 years

Price per LIHTC:  
\$.93

Total Tax Credit Equity:  
\$8,159,934



Massachusetts  
**Housing  
Partnership**

160 Federal Street  
Boston, Massachusetts 02110  
Tel: 617-330-6955  
Fax: 617-330-1919  

---

www.mhp.net

January 10, 2022

Ms. Kristin Carlson  
Director of Real Estate Development  
Harborlight Community Partners  
P.O. Box 507  
Beverly, MA 01915

RE: Anchor Point II, Beverly

Dear Ms. Carlson:

This letter is to indicate the strong interest and support of Massachusetts Housing Partnership Fund to provide permanent financing for the 2<sup>nd</sup> phase of Anchor Point, now that phase 1 is well underway. It is my understanding that the project to be built at 106 Sohier Road will include the new construction of thirty-nine (39) affordable rental apartments for families. The affordability includes 100% of the units at or below 60% of the area median income as required in Section 42 low-income housing tax credit program, with 41% (16) of the apartments more deeply affordable to 30-50% of AMI households which would receive project based rental assistance.

After a preliminary review of both your development and operating projections for the project, I have determined that a first mortgage loan of \$5,575,000 with a term of 20 years (amortizing over 35 years) at an interest rate of 5.50% (which provides for a 24 month rate lock as well as a cushion to hedge against interest rate increases) would be feasible for the project. Please understand that this letter is not intended as a commitment to lend, and should not be interpreted as such.

Based on your success developing and operating affordable housing properties in Beverly as well as other Northshore communities, MHP would be delighted to be part of the Anchor Point II financing team. It has been pleasure working with you on Hardy Street and the Anchor Point I construction closing, and we would be honored to continue our partnership to address the shortage of affordable housing in the Commonwealth.

We wish you well on your application and other financing efforts. Please keep me informed of your progress.

Sincerely,

Alice M. Wong  
Senior Loan Officer

Equity Pay-In Schedule:

Capital Contribution #1

(10%) at Closing and Commencement of Construction  
\$815,993

Capital Contribution #2

(10%) at 50% Construction Completion  
\$815,993

Capital Contribution #3

(30%) at Placed in Service, Cost Certification  
\$2,447,980

Capital Contribution #4

(49.9%) Certificates of Occupancy, Achievement of Stabilized  
Operations, and Conversion of Construction Loan to Permanent Debt.  
\$4,069,967

Capital Contribution #5

(0.12%) at Delivery of 8609 and First-Year Tax Filing  
\$10,000

Capitalized Operating Reserve:

6 months of projected operating expenses and debt

Annual Replacement Reserve Requirement:

No less than \$250/unit/year, increasing 3.0% annually

Due Diligence Fee:

\$55,000, paid at closing.

Other Terms and Conditions:

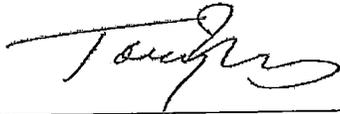
- 1) The General Partner must have a firm commitment for construction financing and fixed-rate permanent financing with terms, conditions and lender acceptable to NEF.
- 2) Receipt, review, and approval of the appraisal, market study, environmental and geological reports, plans and specifications, contractor and architect agreements, and such other due diligence as is customary and reasonable for an equity investment of this nature and amount.
- 3) The Capital Contributions are based on mutually agreed upon closing date, construction schedule and lease-up schedules.

4) The terms of this letter are subject to change based upon investor yield requirements at the time of credit award

After you have reviewed the terms outlined above, please contact me with any questions or issues that you may have. Upon the project's receipt of a Low-Income Housing Tax Credit award from DHCD, NEF will issue a binding Letter of Intent and begin our underwriting and closing process.

Sincerely,

NATIONAL EQUITY FUND, INC.



---

Tony Lyons  
Vice President and Regional Manager



The Commonwealth of Massachusetts  
MASSACHUSETTS SENATE

NO. 0767

SENATOR JOAN B. LOVELY  
ASSISTANT MAJORITY LEADER  
Second Essex District

STATE HOUSE, ROOM 413D  
BOSTON, MA 02133-1053  
TEL. (617) 722-1410  
[JOANLOVELY@MASENATE.GOV](mailto:JOANLOVELY@MASENATE.GOV)  
[WWW.MASENATE.GOV](http://WWW.MASENATE.GOV)

Chair  
JOINT COMMITTEE ON RULES  
SENATE COMMITTEE ON RULES

Vice Chair  
SENATE COMMITTEE ON BILLS IN THE THIRD READING

JOINT COMMITTEE ON HOUSING  
SENATE COMMITTEE ON REIMAGINING MASSACHUSETTS  
SENATE COMMITTEE ON GLOBAL WARMING AND CLIMATE CHANGE  
SENATE COMMITTEE ON STEERING AND POLICY

December 10, 2021

Jennifer Maddox, Undersecretary  
Department of Housing and Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

RE: Anchor Point Phase 2, Beverly

Dear Undersecretary Maddox,

I write to express my strong support for the next phase of Harborlight Community Partners' Anchor Point project in Beverly. This next phase will create another 39 units of affordable housing for families, totaling 77 affordable apartments, with a greatly needed 20% set-aside (16 units) for homeless families. The special emphasis on housing for the homeless comes out of a regional Mayors' Task Force, and is a great example of a proactive, locally driven approach to the housing crisis. In 2017, the mayors of Beverly, Salem, and Peabody entered into a Memorandum of Understanding, with each city committing to support the creation of new units for homeless individuals and families. Anchor Point is the result of Beverly's commitment to housing these most vulnerable families.

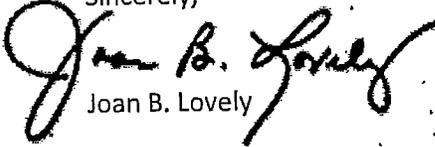
Anchor Point is a project that envisions housing with robust wraparound services. Anchor Point will make services available to all residents and will be staffed by a resident services coordinator. This will allow families to more easily connect to services that will help them stay in their housing and advance their lives and goals. The project is planned with many community spaces, both indoors and out, where local partners can run programming for children and adults. This programming could include health and wellness classes, adult education, financial counseling, and community gardening. All children living at Anchor Point will have the opportunity to take advantage of Beverly's strong public schools.

Local support for the project is strong. The Beverly City Council unanimously approved a 40R designation for the site to create affordable family housing, even though Beverly is already over its 10% on the SHI.

The housing at Anchor Point, combined with the services that will be provided, will allow many families, including those coming out of homelessness, to realize greater stability, security, and health. The permitting, site control, and design and engineering are all in place, the project is ready to proceed, and

the need for family housing is great. I hope that you will give this proposal due consideration and support this important project. Please do not hesitate to reach out to my office if I can be of further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Joan B. Lovely". The signature is written in black ink and is positioned above the printed name.

Joan B. Lovely



**CITY of BEVERLY**  
**OFFICE of THE MAYOR**

*191 Cabot Street*  
*Beverly, Massachusetts 01915*  
*Phone (978) 921-6000*  
*Fax (978) 922-0285*

**Mayor**

*Michael P. Cahill*  
**Chief of Staff**  
*Joscelyn Ruelle-Kersker*  
**Executive Secretary**  
*Martha A. Lewis*

December 2, 2021

Jennifer Maddox, Undersecretary  
Department of Housing and Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

RE: Anchor Point Phase 2, Beverly

Dear Undersecretary Maddox:

I am writing to express the strongest support for the next phase of Harborlight Community Partners' Anchor Point project in Beverly. This next phase will create another 39 units of affordable housing for families, totaling 77 affordable apartments, with a greatly needed 20% set-aside (16 units) for homeless families. The special emphasis on housing for the homeless comes out of a regional Mayors' Task Force, and is a great example of a proactive, locally driven approach to the housing crisis. In 2017, Mayor Driscoll (Salem), Mayor Bettencourt (Peabody) and I entered into a Memorandum of Understanding, with each city committing to support the creation of new units for homeless individuals and families. Anchor Point is the result of Beverly's commitment to housing these most vulnerable families.

Anchor Point is a project that envisions housing with robust wrap around services. Anchor Point will make services available to all residents and will be staffed by a resident services coordinator. This will allow families to more easily connect to services that will help them stay in their housing and advance their lives and goals. The project is planned with many community spaces, both indoors and out, where local partners can run programming for children and adults. This programming could include health and wellness classes, adult education, financial counseling, and community gardening. All children living at Anchor Point will have the opportunity to take advantage of Beverly's strong public schools.

Local support for the project is strong. The Beverly City Council unanimously approved a 40R designation for the site to create affordable family housing, even though Beverly is already over its 10% on the SHI.

I ask that you give this project your full support. The housing at Anchor Point, combined with the services that will be provided, will allow many families, including those coming out of homelessness, to realize greater stability, security, and health. The permitting, site control, and design and engineering are all in place, the project is ready to proceed, and the need for family housing is great.

Thank you for your consideration.

Sincerely yours,

Michael P. Cahill  
Mayor



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA of the North Shore**  
200 Cummings Center, Suite 173D  
P.O. Box 7073  
Beverly, MA 01915  
978.922.0990

December 2, 2021

Jennifer Maddox, Undersecretary  
Department of Housing and Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

RE: Anchor Point Phase 2, Beverly

.....  
**Cape Ann YMCA**  
7 Gloucester Crossing Way  
Gloucester, MA 01930  
978.283.0470

**Greater Beverly YMCA**  
254 Essex Street  
Beverly, MA 01915  
978.927.6855

**Haverhill YMCA**  
81 Winter Street  
Haverhill, MA 01830  
978.374.0506

**Ipswich Family YMCA**  
110 County Road  
Ipswich, MA 01938  
978.356.9622

**Lynch/van Otterloo YMCA**  
40 Leggs Hill Road  
Marblehead, MA 01945  
781.631.9622

**Plaistow Community YMCA**  
175 Plaistow Road  
Plaistow, NH 03865  
603.382.0641

**Salem YMCA**  
One Sewall Street  
Salem, MA 01970  
978.744.0351

Dear Undersecretary Maddox,

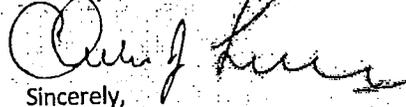
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I ask that you give this project your full support. The housing at Anchor Point, combined with the services that will be provided, will allow many families, including those coming out of homelessness, to realize greater stability, security, and health. The permitting, site control, and design and engineering are all in place, the project is ready to proceed, and the need for family housing is great.

Thank you for your consideration.

  
Sincerely,

Christopher J. Lovasco  
President and CEO  
YMCA of the North Shore

**EXHIBIT 4**

- Evidence of Site Control (Deed)

6706

589940 (912374) Btch: 614026  
Southern Essex District Registry  
1/29/2018 01:26 PM DEED Pg: 1/7

MASSACHUSETTS EXCISE TAX  
Southern Essex District ROD  
Date: 1/29/2018 01:26 PM  
ID: 614026 Doc#: 589940  
Fee: \$13,680.00 Cons: \$3,000,000.0

NO. 076

SO ESSEX #337 BK:36499 Pg:357  
01/29/2018 01:55 DEED Pg 1/6

### QUITCLAIM DEED

Property Address: 106 and 108 Sohier Road and a Portion of 55 Tozer Road,  
Beverly, Massachusetts

108 SOHIER LLC, a Massachusetts limited liability company with a mailing address of  
P. O. Box 578, Wenham, Essex County, Massachusetts 01984

for consideration paid and in full consideration of Three Million and 00/100 (\$3,000,000.00)  
Dollars, grants to:

ANCHOR POINT LLC, a Massachusetts limited liability company with a mailing address c/o  
Harborlight Community Partners, Inc., 283 Elliott Street, Beverly, Massachusetts 01915,

with **QUITCLAIM COVENANTS**

the following parcels located in Beverly, Essex County, Massachusetts, described as follows:

Parcel I - 106 Sohier Road:

A certain parcel of undeveloped land situated on Sohier Road in said Beverly, being labeled as  
"7100 SF +/- City of Beverly" on the plan entitled "Plan of Land in Beverly, Mass. For H&N  
Realty Trust," dated March 18, 1981 prepared by Robert G. Goodwin, RLS, and recorded with the  
Essex County Southern District Registry of Deeds in Plan Book 176, as Plan 24.

Said parcel is also shown as the non-registered parcel of land labeled "N/F City of Beverly" on the  
plan entitled "Plan of Land in Beverly, Massachusetts," dated July 7, 2004, prepared by Port  
Engineering Associates, Inc. and filed with the Land Registration Office as Plan No. 33283-J.

Parcel II - 108 Sohier Road:

The land situated in Beverly, Essex County, Massachusetts, being comprised of registered land,  
bounded and described as follows:

Lot 36 and Lot 37, as shown on a "Plan of Land in Beverly, Massachusetts, being a subdivision of Lot 12, as shown on L.L.C. No. 33283C & Lot 16 and Lot 18, as shown on J.L.C. No. 33283E, Owner Northshore Education Consortium", by Port Engineering Associates, Inc., dated 8/31/04, recorded with the Land Registration Office of the Essex Registry of Deeds as Plan 33283-J, a copy of which is filed with the Land Registration Office of the Essex South Registry of Deeds with Certificate of Title No. 78527.

Parcel III -- (unregistered land):

Lot A shown on a plan entitled, "Plan of Land in Beverly, Mass. for H & N Realty Trust", dated March 18, 1981, drawn by Robert G. Goodwin, Registered Land Surveyor, recorded with Essex South Deeds in Plan Book 176, Plan 24, bounded and described as follows:

- NORTHERLY by land now or formerly of Wendell H. Crosby, as shown on said plan, thirty-three (33) feet, more or less;
- NORTHWESTERLY on two courses by land now or formerly of H & N Realty Trust, as shown on said plan, one hundred thirty-nine and 17/100 (139.17) feet;
- NORTHEASTERLY by land now or formerly of the City of Beverly, as shown on said plan, one hundred sixty-three (163) feet, more or less;
- SOUTHERLY on a curved line having a radius of sixty-two (62) feet by Tozer Road, as shown on said plan, one hundred thirty and 79/100 (130.79) feet;
- SOUTHWESTERLY by Tozer Road on a curved line having a radius of one hundred ninety-five (195) feet, as shown on said plan, one hundred two and 08/100 (102.08) feet; and
- SOUTHWESTERLY by Tozer Road on a curved line having a radius of four thousand twenty-five (4,025) feet, as shown on said plan, thirty-five (35) feet, more or less.

Containing 19,360 square feet of land, more or less, according to said plan.

Said parcel is also shown as a non-registered parcel of land labeled "Lot A" on the plan entitled "Plan of Land in Beverly, Massachusetts," dated July 7, 2004, prepared by Port Engineering Associates, Inc. and filed with the Land Registration Office as Plan No. 33283-J.

Parcel IV (unregistered land):

Lot B shown on plan entitled "Plan of Land in Beverly, Mass. for H & N Realty Trust", dated March 18, 1981, drawn by Robert G. Goodwin, Registered Land Surveyor, recorded with Essex South Deeds in Plan Book 176, Plan 24, bounded and described as follows:

- SOUTHEASTERLY by Sohier Road on a curved line having a radius of eight hundred seventy (870) feet, as shown on said plan, eighty-two and 09/100 (82.09) feet;
- SOUTHEASTERLY by land or formerly of the City of Beverly, as shown on said plan, on two courses, together measuring two hundred thirty-five and 49/100 (235.49) feet;
- SOUTHWESTERLY by other land now or formerly of H & N Realty Trust, as shown on said plan, one hundred three feet (103) feet; and
- NORTHWESTERLY on two courses by other land now or formerly of H & N Realty Trust, as shown on said plan, together measuring two hundred forty-five and 60/100 (245.60) feet;

Containing 8,830 square feet of land, more or less, according to said plan.

Parcel III and Parcel IV are conveyed together with the appurtenant rights and easements of record insofar as now in force and applicable.

Said parcel is also shown as a non registered parcel of land labeled "Lot B" on the plan entitled "Plan of Land in Beverly, Massachusetts," dated July 7, 2004, prepared by Port Engineering Associates, Inc. and filed with the Land Registration Office as Plan No. 33283-J.

Parcel V - (registered land):

- SOUTHWESTERLY by land now or formerly of Wendell H. Crosby et al three hundred forty eight and 79/100 (348.79) feet;
- NORTHWESTERLY by lots 10 and 11, as shown on the plan hereinafter mentioned, five hundred nineteen and 59/100 (519.59) feet;
- EASTERLY by the westerly line of Sohier Road one hundred fifty (150) feet;
- SOUTHEASTERLY two hundred forty five and 60/100 (245.60) feet, and
- EASTERLY one hundred three (103) feet by land now or formerly of City of Beverly; and
- SOUTHEASTERLY by other land now or formerly of the City of Beverly one hundred thirty nine and 17/100 (139.17) feet.

All of said boundaries are determined by the Land Court to be located as shown upon plan numbered 33283-C, drawn by Essex Survey Service Inc., Surveyors, dated May 11, 1973, as modified and approved by the Court, filed in the Land Registration Office, a copy of which is

filed with Certificate of Title No. 43432 in said Registry, and the above described land is shown thereon as lot #12.

Parcel V is conveyed together with the appurtenant rights and easements set forth in Certificate of Title No. 43432 and Certificate of Title No. 45363 in said Registry District.

For title, see deed of North Beverly Associates Limited Partnership et al dated September 25, 2014 and recorded with the Essex South District Registry of Deeds in Book 33585, Page 318. See also Certificate of Title No. 87877 filed with the Land Registration Office of said Registry of Deeds: ✓

Parcel VI – Portion of 55 Tozer Road:

The land in Beverly, Essex County, Commonwealth of Massachusetts as shown on a "Plan of Land in Beverly, Mass. dated January 6, 1984, Scale 1" = 40', Hayes Engineering, Inc." recorded in Essex South District Registry of deeds, Plan Book 184, Plan 54 (the "Plan"), bounded and described according to said Plan as follows:

Beginning at a point on the northeasterly side of Tozer Road as shown on said Plan and thence running

- S. 37° 23' 30" E. A distance of 343.46 feet to a point as shown on said Plan; thence continuing in a radius of 4025.00 feet, a distance of 500.44 feet; thence running
- S. 79° 20' 15" E. To an iron pipe as shown on said Plan, 37.07 feet; thence turning and running
- N. 31° 26' 39" W. A distance of 279.49 feet; as shown on said Plan; thence continuing
- N. 31° 7' 52" W. 103.64 feet, according to said Plan; thence continuing
- N. 31° 33' 19" W. 78.61 feet to a point as shown on said Plan; thence continuing
- N. 32° 33' 17" W. A distance of 145.12 feet; thence continuing
- N. 31° 42' 00" W. 272.56 feet, according to said Plan; thence turning and running
- S. 49° 44' 49" W. 81.33 feet to the point of beginning.

Containing according to said Plan, approximately 38,991 square feet of land.

For title see deed of 55 Tozer LLC dated October 1, 2014 and recorded with the Essex South District Registry of Deeds in 33585, Page 220. ✓

Lots 12, 36 and 37 have the benefit of a 20 foot wide utility easement shown on Land Court Plan Nos. 33283C and 33283E in, through and under said easement extending in a general northwesterly direction across said way as shown on said Plan until said easement joins the 50 foot wide City of Beverly water easement; together with rights and subject to provisions described in a Deed from Connolly Brothers, Inc., dated January 7, 1975, filed with said Registry District as Document No. 152177.

Lots 12, 36 and 37 are conveyed together with the benefit of agreements set forth in Deeds, filed with said Registry District as Document Nos. 147551 and 152177.

Lot 12 has an easement in, under, over and through the 50 foot way shown on said Land Court Plan No. 33283C for all purposes for which public ways now or may hereafter be used in the City of Beverly together with others lawfully entitled to use the same, but no rights are granted to cross said Lot 10 as specifically set forth in the Deed, filed with said Registry District as Document No. 152177.

Lot 12, described as Parcel V on Exhibit A, has the benefit of a right over Lot 14 shown on Land Court Plan No. 33283-E, dated September 25, 1975, filed with said Registry District as Document No. 154796; however, nothing herein shall require the Company to obtain an Order from the Land Court adding said appurtenant right to the face of the Certificate of Title.

Lot 12, described as Parcel V on Exhibit A, has the benefit of an easement set forth in a Deed from Connolly Brothers, Inc., dated September 25, 1975, filed with said Registry District as Document No. 154795; however, nothing herein shall require the Company to obtain an Order from the Land Court adding said appurtenant right to the face of the Certificate of Title.

The premises have the benefit of a utility easement set forth in a Deed from Devens H. Hamlen, Trustee, dated March 8, 2004, filed with said Registry District as Document No. 434951; however, nothing herein shall require the Company to obtain an Order from the Land Court adding said appurtenant right to the face of the Certificate of Title.

The within property being conveyed is commercial property for which no homestead rights apply.

The Grantor is not classified for the current taxable year as a corporation for federal income tax purposes.

EXECUTED as a sealed instrument this 29<sup>th</sup> day of January, 2018.

108 SOHIER LLC

By *Ernest M. Santin*  
ERNEST M. SANTIN, Manager

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this 29<sup>th</sup> day of January, 2018; before me, the undersigned notary public, personally appeared Ernest M. Santin, proved to me through satisfactory evidence of identification, which was  photographic identification with signature issued by a federal or state government agency,  oath or affirmation of a credible witness,  personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as Manager of 108 Sohier LLC.

*James F. Sterio*  
Notary Public  
My Commission Expires:

 **JAMES F. STERIO**  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
April 20, 2023

NO. 076

**EXHIBIT 5**

- Phase I Environmental Report (Executive Summary - Full report available upon request)

NO. 076

Prepared For:  
Ms. Kristin Carlson  
Harborlight Community Partners  
P.O. Box 507  
Beverly, MA 01915

March 2, 2021

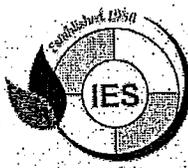
Phase I Environmental Site Assessment  
106-108 Sohier Road  
Beverly, MA 01915  
IES Project No. 2021-02-0072

Prepared By:  
IES, Inc.  
50 Salem Street, Building A-Suite 108  
Lynnfield, MA 01940  
617-623-8880



IES, Inc. Project No. 2021-02-0072  
March 2, 2021





ENVIRONMENTAL  
CONSULTANTS

50 Salem Street – Building A, Suite 108  
Lynnfield, MA 01940  
617-623-8880 • Fax: 781-224-9713  
[www.iesinc.com](http://www.iesinc.com)

NO. 0767

March 2, 2021

Ms. Kristin Carlson  
Harborlight Community Partners  
P.O. Box 507  
Beverly, MA 01915

Re: Phase I Environmental Site Assessment  
106-108 Sohier Road  
Beverly, MA 01915  
IES Project No. 2021-02-0072

Dear Ms. Carlson:

As requested, and in accordance with the Terms of our Contract, IES, Inc. has conducted a “Phase I Environmental Site Assessment” (ASTM E 1527-13) of the above referenced property. Please note that the USEPA has established that the revised ASTM E1527-13 Standard is consistent with the requirements of the final rule for All Appropriate Inquiries (AAI) and may be used to comply with the provisions of the rule.

The following is our **Executive Summary**, which details the major findings of the report:

1. This Phase I Environmental Site Assessment consisted of a historical review, a site inspection, and research of State and local files, as depicted in Sections 1 through 5 of this report.
2. The subject site consists of one, irregular-shaped parcel of land located at 106-108 Sohier Road, in the City of Beverly, MA. The subject site consists of a 5.065 acre unpaved, undeveloped lot, which is currently vacant and unoccupied. Most recently, the site was utilized as a materials staging yard by a paving contractor (Middlesex Corporation) as recently as 2018. The available information indicates that there have never been any structures present at the subject site, which was previously utilized as a reservoir and later as a parking lot.
3. The site is not listed on any EPA or DEP databases. There were no Recognized Environmental Conditions (RECs) identified during this investigation. Recognized Environmental Conditions are defined as “the presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into structures on the property or into the ground, ground water, or surface water of the property”. Also, there were no Controlled Recognized Environmental Conditions (CRECs) or Historical Recognized Environmental Condition (HREC) identified at the subject site during this investigation.
4. There were no existing on-site Potential Environmental Concerns (PECs) identified during this investigation. Past on-site PECs identified during the investigation include the former presence of one, approximate 500-gallon diesel fuel transportable AST for vehicle filling on-site (temporarily used); and the storage of asphalt and fill materials at the site, identified during a previous 2017 IES investigation. However, the former AST and stored asphalt and fill materials appear to have been removed from the site without incident.

5. Nearby off-site Potential Environmental Concerns (PECs) identified during this investigation include the northwesterly adjoining electronics manufacturer (Microsemi) and RCRA Generator (MAD055991731) located at 34 Tozer Road; the westerly adjoining industrial packing company (Danvers Industrial Packaging) located at 39 Tozer Road; the westerly adjoining RCRA Generator (MAV000006289) located at 47 Tozer Road; the southerly adjoining RCRA Generator (MAV000012538) located at 100 Sohier Road; and the RCRA Generators located at 126 Sohier Road (MAD981065873 and MV9789229300), situated approximately 275 feet to the north of the subject site.
6. Due to the aforementioned on-site and off-site PECs, the site is considered a "Low/Moderate Environmental Risk" (see Attachment "AAA") regarding soil and/or groundwater contamination. Further, it is our opinion that in accordance with IES's "Cleanup Risk Rating", which is depicted in Attachment "AA" immediately following this Summary, IES would classify the subject site as a "Low Cleanup Risk", based on the apparent absence of any previous development of the site; and the absence of any evidence of a prior or ongoing release of OHM to the site.
7. Please note that if any contamination detected at the site originates from an off-site source, the site owner has the option to file a "Downgradient Property Status Submittal" pursuant to 310 CMR 40.0180. According to 310 CMR 40.0184 (1), "any person who establishes and maintains Downgradient Property Status.... Shall not be subject to the deadlines for Tier Classification and Comprehensive Response Actions" and applicable fees.
8. We have performed a Phase I Environmental Site Assessment in conformance with the scope and limitations of ASTM Practice E-1527-13 of 106-108 Sohier Road in Beverly, MA, the property. Any exceptions to, or deletions from, this practice are described in this report. This assessment has revealed but no evidence of Recognized Environmental Conditions (RECs), Historical Recognized Environmental Conditions (HRECs), or Controlled Recognized Environmental Conditions (CRECs).
9. Due to the absence of any RECs identified during this investigation, IES, Inc. has no recommendations for further inquiry at the subject site, at this time.

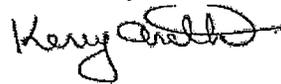
Furthermore, if additional data becomes available, or related quantitative or qualitative analysis is performed, IES should review the material to determine if the findings in this report should be modified.

Respectfully submitted,  
IES, Inc.



Steve Iorio  
Vice President

Reviewed by:



Kerry Asetta  
President

**EXHIBIT 6**

Massachusetts Historic Commission approval

APR 05 2018

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

MASS. HIST. COMM

APPENDIX A MASSACHUSETTS HISTORICAL COMMISSION

PC 64135

220 MORRISSEY BOULEVARD BOSTON, MASS. 02125 617-727-8470, FAX: 617-727-5128

PROJECT NOTIFICATION FORM

Project Name: Anchor Point

After review of MHC files and the materials you submitted, it has been determined that this project is unlikely to affect significant historic or archaeological resources.

Location / Address: 108 Sohler Road

PC 64195

City / Town: Beverly, MA 01915

Project Proponent

Jonathan K. Pilon 4/27/18 Date  
Archaeologist / Preservation Planner  
Massachusetts Historical Commission

Name: Harborlight Community Partners, Inc.

Address: PO Box 507

City/Town/Zip/Telephone: Beverly, MA 01915, 978-922-1305 x210

Agency license or funding for the project (list all licenses, permits, approvals, grants or other entitlements being sought from state and federal agencies):

Agency Name

Type of License or funding (specify)

- City of Beverly Planning Board
City of Beverly Municipal Inspections Department
City of Beverly
Beverly Community Preservation Committee
Beverly Affordable Housing Trust
North Shore HOME Consortium
Department of Housing and Community Development

- Site plan review, review for conformance with 40 zoning regulations
Building permit
HOME funding
CPC funding
AHT Funding
HOME funding
LIHTC, HOME, AHT, HSP, CBH, low-income housing vouchers

Project Description (narrative):

Anchor Point is a proposed development of 75 units of affordable housing for families, with 45 2-bedroom apartments and 30 3-bedroom apartments available to households earning up to 60% AML. 20% of the units (15 units) will be reserved for homeless families. There will also be approximately 3,000 sf of office space. The project is new construction on a vacant piece of land.

Does the project include demolition? If so, specify nature of demolition and describe the building(s) which are proposed for demolition.

The site is vacant - no buildings will be demolished. There is gravel (site previously used as construction staging area) and trees and shrubs on the site.

Does the project include rehabilitation of any existing buildings? If so, specify nature of rehabilitation and describe the building(s) which are proposed for rehabilitation.

N/A - vacant site

Does the project include new construction? If so, describe (attach plans and elevations if necessary):

Yes. The proposed project is new construction, built with wood frame, and clad with clapboard and shingle siding. Exterior elevations have not yet been created; a site plan is attached.

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

APPENDIX A (continued)

To the best of your knowledge, are any historic or archaeological properties known to exist within the project's area of potential impact? If so, specify.

No, and the site is not listed on MACRIS.

What is the total acreage of the project area?

Woodland	0	acres	Productive Resources:		
Wetland	0	acres	Agriculture	.0	acres
Floodplain	0	acres	Forestry	.0	acres
Open space	0	acres	Mining/Extraction	0	acres
Developed	5.9	acres	Total Project Acreage	5.9	acres

What is the acreage of the proposed new construction? \_\_\_\_\_

The lot is approximately 5.9 acres. The footprint of the new construction is approximately 36,000 sf, or 0.83 acres.

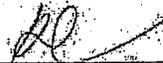
What is the present land use of the project area?

Vacant land.

Please attach a copy of the section of the USGS quadrangle map which clearly marks the project location.

Attached.

This Project Notification Form has been submitted to the MHC in compliance with 950 CMR 71.00.

Signature of Person submitting this form: 

Date: 4.3.2018

Name: Kristin Carlson

Address: PO Box 507

City/Town/Zip: Beverly, MA 01915

Telephone: 978-922-1305 x210

REGULATORY AUTHORITY

950 CMR 71.00: M.G.L. c. 9, §§ 26-27C as amended by St. 1988, c. 254.

7/1/93

950 CMR - 276

## EXHIBIT 7

### Maps and Plans

- Site survey
- Site plan
- Building plans
- Building elevations
- USGS map
- Site photos

GENERAL NOTES

RECORD LEGAL DESCRIPTION: 51 TOZER ROAD

APPLICABLE DIMENSIONS: 50 FEET

RECORD LEGAL DESCRIPTION: 106 & 108 SOWER ROAD

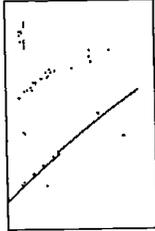
STATION

RESERVOIR ROAD

ROAD

ROAD

COVER



SHRUBS

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29



SCALE



LEGEND

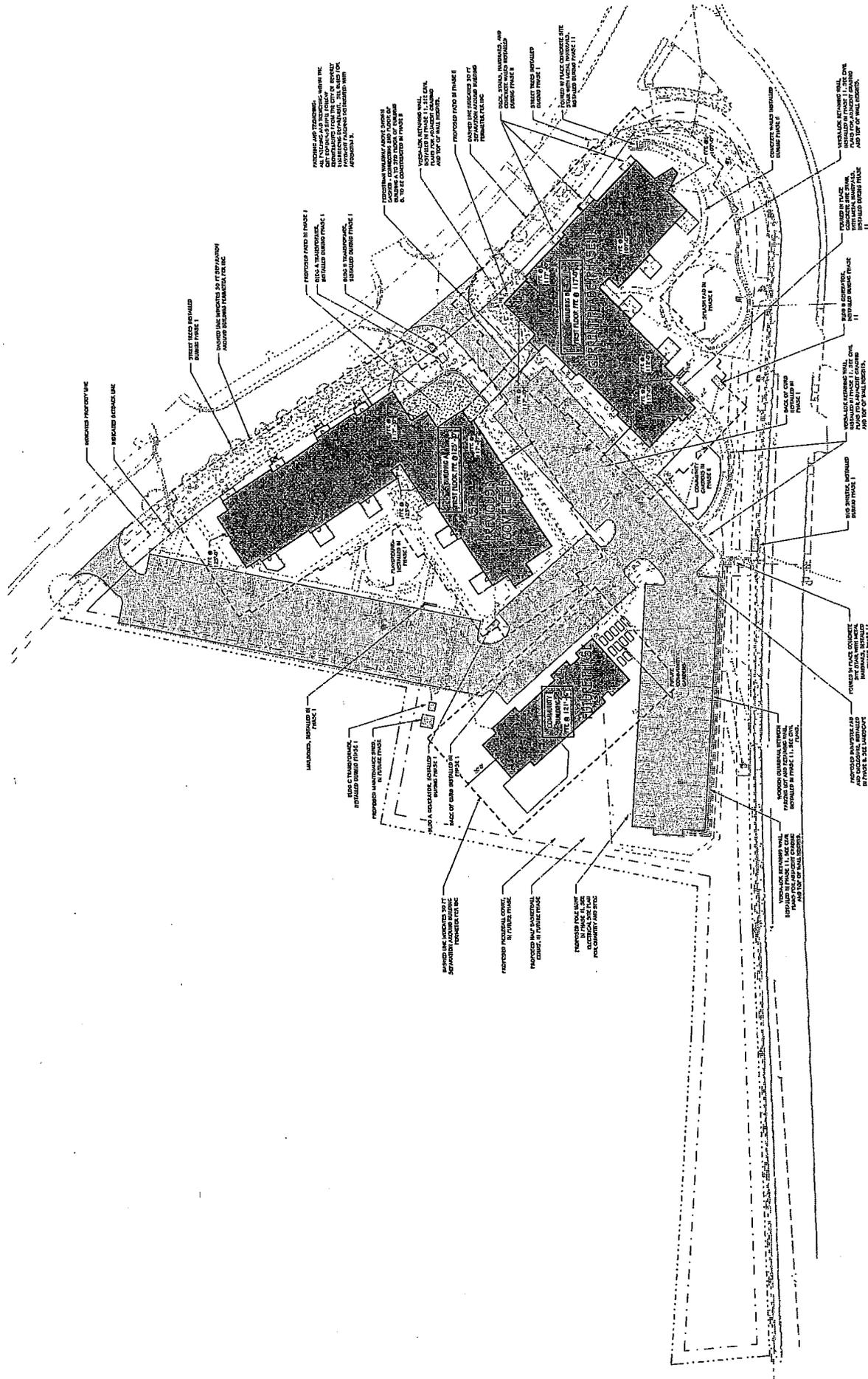
106 SOWER ROAD &  
55 TOZER ROAD

RECORD NUMBER

ADDRESS

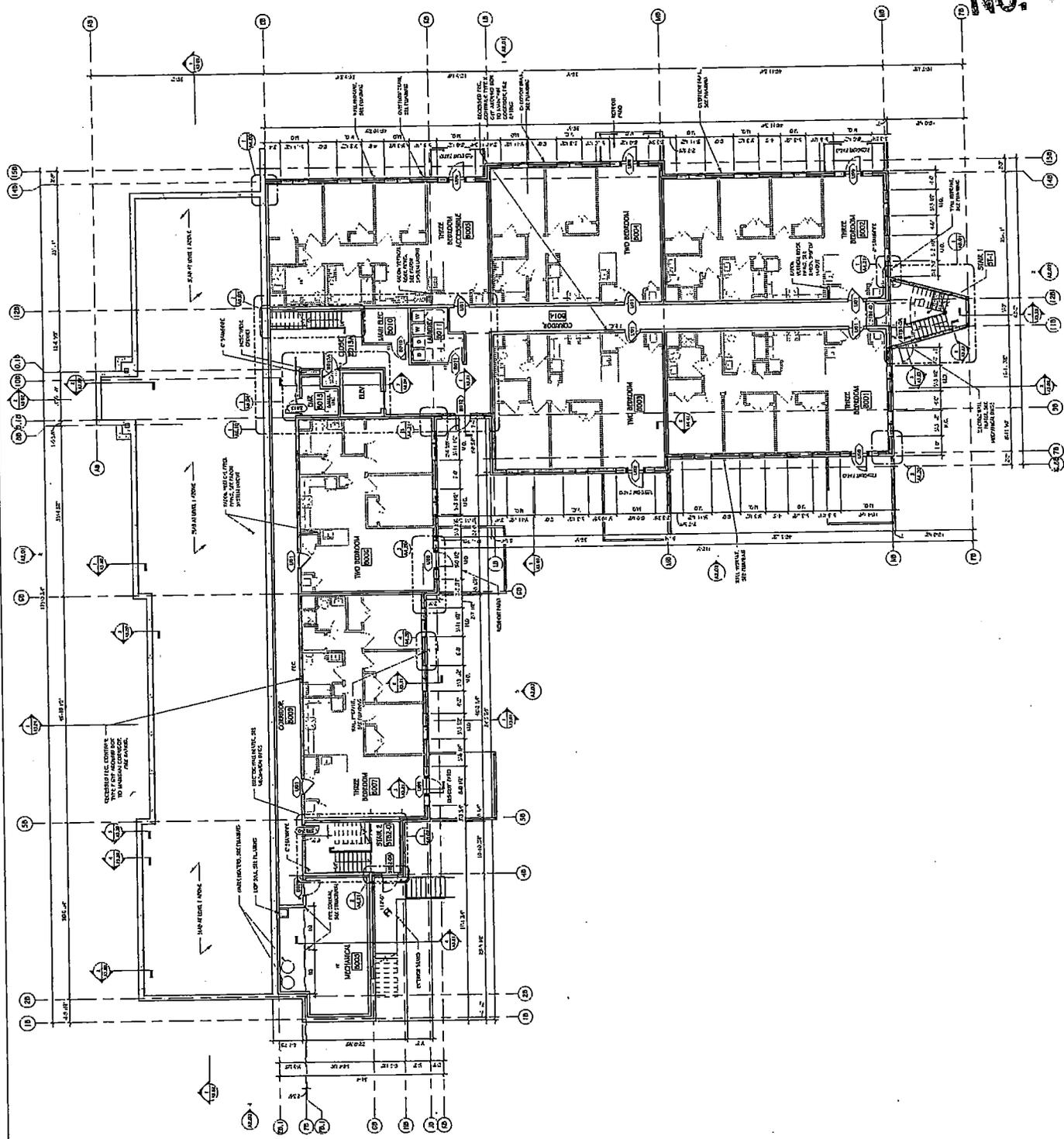
REVISIONS

ALTA'S LAND TITLE SURVEY  
 BEVERLY, MASSACHUSETTS  
 (PLEASE RETURN)  
 HAMBURG COMMUNITY PARTNERS, INC.  
 MFRIDIAN ASSOCIATES



1 SITE PLAN  
 1" = 30'-0"

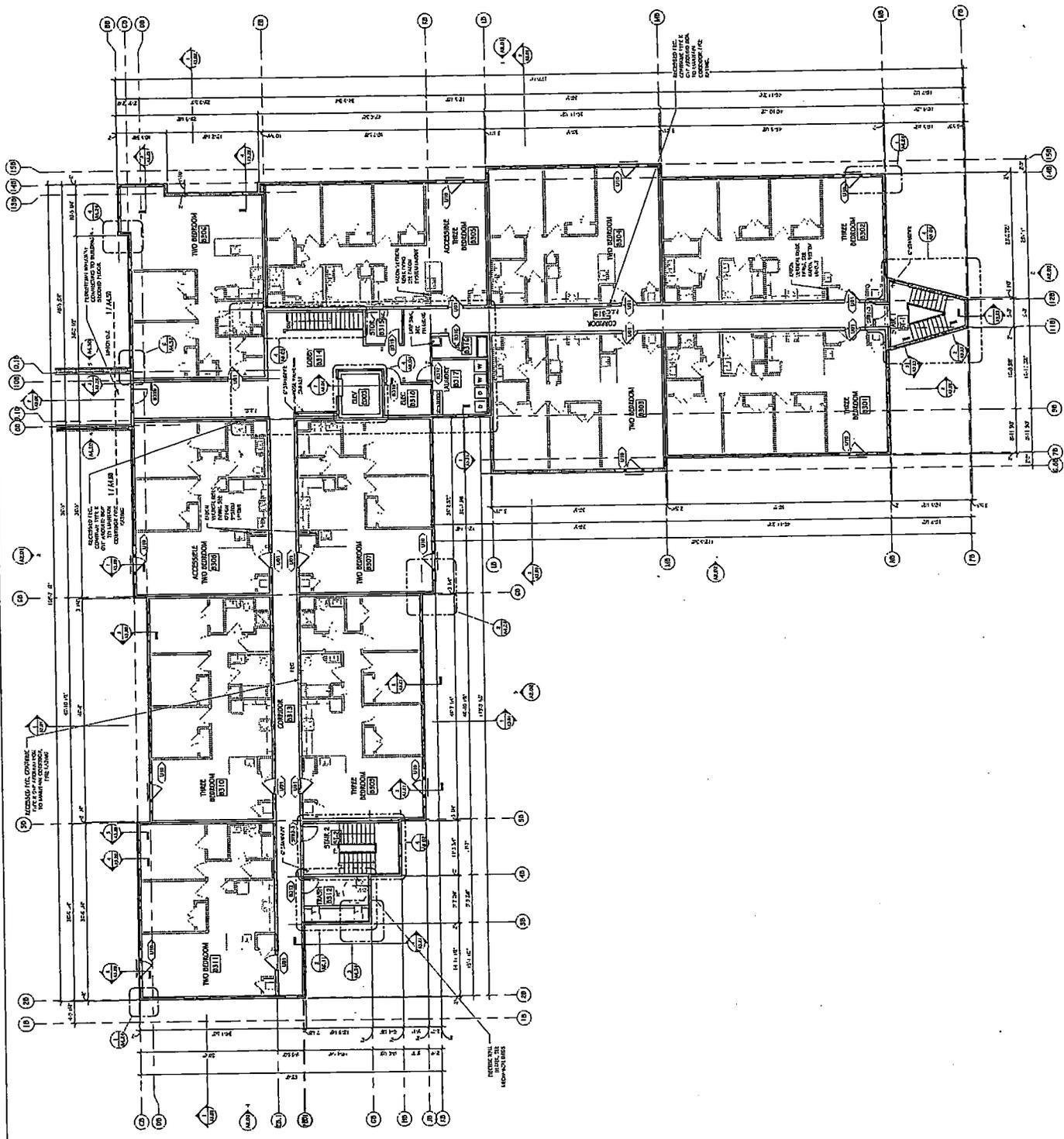
NO. 079



1 BUILDING B - GARDEN LEVEL  
 1/8" = 1'-0"







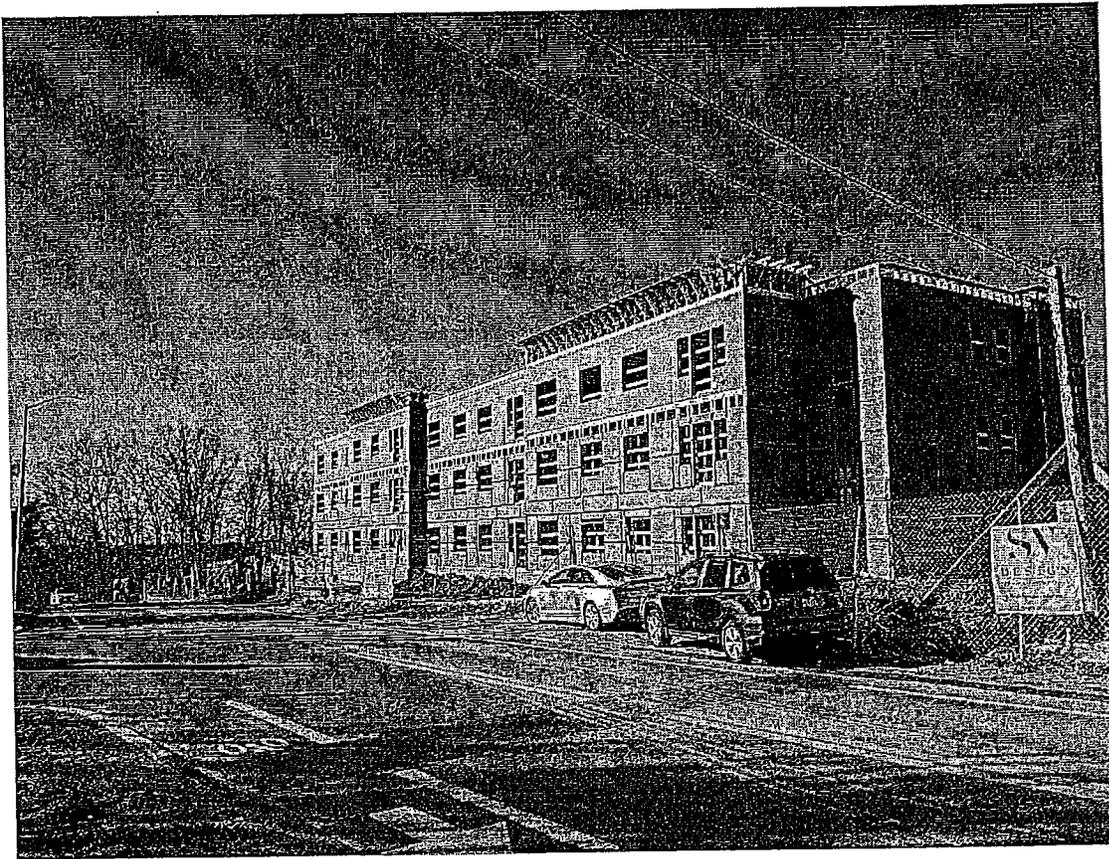
① BUILDING B - THIRD FLOOR PLAN  
 1/8" = 1'-0"



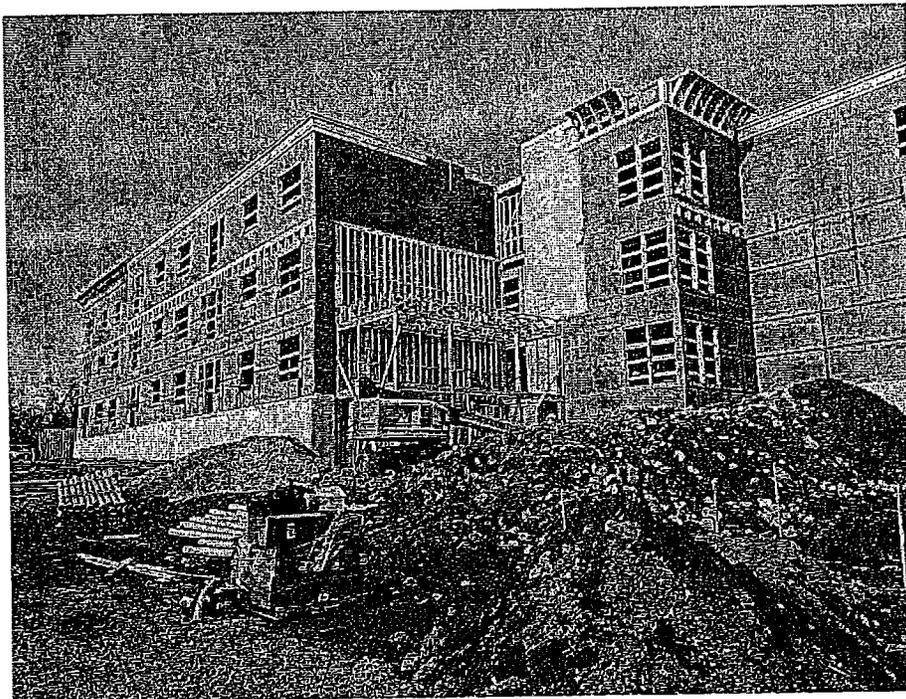








View from Sohier Road. Phase 1 in construction. Phase 2 to be located further along Sohier Road (left of the building).



View of Phase 1 from shared driveway with future Phase 2.



City of Beverly

CITY COUNCIL

COUNCILOR-AT-LARGE

JULIE R. FLOWERS,  
COUNCIL PRESIDENT  
HANNAH L. BOWEN  
BRENDAN S. SWEENEY

WARD COUNCILORS

WARD 1 TODD C. ROTONDO  
VICE PRESIDENT  
WARD 2 ESTELLE M. RAND  
WARD 3 STEVEN M. CROWLEY  
WARD 4 SCOTT D. HOUSEMAN  
WARD 5 KATHLEEN M. FELDMAN  
WARD 6 MATTHEW J. ST. HILAIRE

February 28, 2022

Honorable City Council  
Beverly City Hall  
191 Cabot Street  
Beverly, MA 01915

2022 FEB 28 P 2:29  
CITY OF BEVERLY  
RECEIVED  
CITY CLERK'S OFFICE

Dear Honorable Council:

Attached please find the Quarter 2 Recap from the School Committee's Subcommittee on Finance and Facilities (F&F) for FY '22. As has been our practice, as the City Council Liaisons to this Subcommittee of the School Committee, we are submitting this document, compiled by Beverly Public School Director of Finance and Operations Jean Sherburne, as a way to keep the Council informed and updated about the business of our Public Schools here in Beverly.

We are grateful, as always, to Ms. Sherburne for her assistance in creating this quarterly report.

Sincerely,

Todd C. Rotondo  
Ward 1 City Councilor

Julie R. Flowers  
City Council President

**School Committee Subcommittee Finance and Facilities (F&F) Meetings Recap  
Oct - Dec FY2022 (2nd Quarter Report)**

Each month there is a thorough review of the current fiscal year budget including revenues and expenses. The subcommittee votes on transfers that cross cost centers, new positions and acceptance of grants and donations.

**The following topics were discussed in the month of October - December 2021.**

**Buildings and Grounds:** The Facilities department reported that the heat is turned on and active in all schools. They have been filling the vacancies due to retirements and resignations. They reported vandalism in the bathrooms at the Middle School. Picnic tables for outdoor dining were delivered and assembled at the Elementary Schools and the High School. The High School Cafeteria needed to replace the steamer. The Middle Schools needed to have the sewer lines exiting the schools due to recurring blockages and backups. The remainder of the reports showed the general maintenance and repairs done at the schools.

**Transportation:** An update was given on the Transportation Electric Fleet. The 2nd Electric Bus would be acquired through a grant opportunity with Highland Electric. The district in partnership with the city is exploring options to increase the number of electric buses in the fleet. The administration is watching Homeless and Special Education Transportation costs that are hired out to vendors. They discussed the transportation openings for BPS staff including CDL, 7D Drivers and Monitors.

**Foodservice Update:** The Director of Foodservices, Christina Leal gave an update of the foodservice department including the participation rates, issues with the supply chain for food deliveries. The USDA issued meal pattern waivers to assist with the food supply chain disruptions. In November, it was reported that we are transitioning to using compostable trays from paper bags. The menu changes have been posted on the website to keep the families informed. The Food Service department has hired Abby Aykes as the Schools Registered

Dietitian. She will be working with the nurses on food allergies, dietary restrictions, body images and nutrition education.

**Revolving Accounts:** Discussion on the School Revolving Accounts Expenses for Circuit Breaker, SPED and Non Resident Tuition Revolving, School Choice, Preschool, Athletic, Transportation and Building Rental receipts and expenses.

**FY23 Budget Calendar:** The FY23 Budget Calendar was presented to the Finance and Facilities Subcommittee. Budget Process

**Grant Funding:** The School's ESSER I, II and III grant funding for FY21-FY24 were discussed.

**ESSER I - Grant Fund #113 \$555,939 Funding FY21 and FY22**

**ESSER II - Grant Fund 115 \$2,119,947 Funding FY22 through FY23**

**ESSER III - Grant Fund 119 \$4,741,978 Funding FY22 through FY24**

**Grant Funding Approval: Federal Grant P-EBT \$4,912**

*The Department of Elementary and Secondary Education (DESE) is pleased to announce the availability of reimbursement funds for school district level costs related to activities supporting the administration of Pandemic EBT (P-EBT). These funds were made available through the federal FY21 Omnibus and COVID Relief and Response Act and appropriated to the United States Department of Agriculture (USDA). School district allocations have been calculated using a predetermined USDA formula based on specific rates per school based upon the number of students identified as eligible for P-EBT.*

For more in depth information, please visit [Beverly Schools Website](#).

The Commonwealth of Massachusetts

City of Beverly

APPLICATION FOR LICENSE

TAXI/LIVERY LICENSE

FEE: \$50.00 per vehicle

NO. 078

CITY OF BEVERLY  
RECORDS & COMMUNITY SERVICES  
2022 MAR -1 A 10:35

To the Licensing Authorities:

The undersigned hereby applies for a License in accordance with the provision of the Statutes relating thereto

Witch City Taxi, Inc  
(Full name of person, firm or corporation making application)

at 92 Jackson St, Ste 206 Salem MA 01970  
(Business location full street address)

In said City of Beverly in accordance with the rules and regulations made under authority of said Statutes

Owner's Name: Jose Fabren Corniel

Mailing Address: 196 Long Ave, Salem MA

(if different from above)

Phone Number: 978.601.2796

Email Address: Charly.jf28@gmail.com

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

[Signature]  
\*Signature of Individual or Corporate Name (Mandatory)

By: Corporate Officer (Mandatory, if Applicable)

\*\*Social Security # (Voluntary) or Federal Identification Number

\* This license will not be issued unless this certification clause is signed by the applicant

\*\*Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s.49A.

Signature of Applicant: [Signature]

Address: 92 JACKSON ST SALEM MA 01970

To Be Completed by Clerk's Office: Paid \$ 50.00 Certificate of Insurance  Vehicle Registration(s)   
Approved \_\_\_\_\_ License Granted \_\_\_\_\_



#1

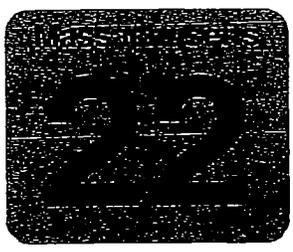
# CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 section 24B makes it a crime to alter this Certificate  
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Plate Type TAN	Registration Type TAXI NORMAL	Plate Number 16JB	Effective Date 01-Dec-2021	Title Number CC394449	Expires On →	Month 11	Year 22
Model Year 2011	Make TOYT	Model SIENNA	Model Number	Body Style VAN	Color(s) GREEN	Vehicle Identification Number 5TDDK3DC5BS023548	
Residential Address (If Different than Mailing)					Total Registered Weight for Commercial Vehicle or Trailer		
Garage Address 92 JACKSON STREET SUITE 206 SALEM MA 019703068					US DOT Number for Commercial Vehicle		
Name(s) of Owner(s) and Mailing Address  009211 ****AUTO**ALL FOR AADC 021 WITCH CITY TAXI INC 92 JACKSON STREET SUITE 206 SALEM MA 01970-3068					Insurance Company SAFETY INSURANCE COMPANY		
					Maximum Seating Capacity for Vehicles for Hire 7		
					<i>Colleen J. Ogilvie</i> Registrar of Motor Vehicles		
Lessee/In Custody Of							
Special Message				Change of Address <input type="checkbox"/> Residential <input type="checkbox"/> Mailing <input type="checkbox"/> Garage			

## Important Information for Vehicle Owners

- **Certificate of Registration:** Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and/or trailer, in the vehicle, in some easily accessible place. The records of the RMV constitute the official status of the vehicle registration.
- **Change of Address:** By law, you must report any change of address to the RMV within 30 days. Visit [Mass.Gov/RMV](http://Mass.Gov/RMV) to change your address. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- **No Insurance Card Required:** Massachusetts law does not require an insurance card. M.G.L. Chapter 90, section 34, and Chapter 175, Section 113A, requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. The insurer is required by law to electronically notify the Registry of Motor Vehicles if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.
- **Transferring Your Plates:** Massachusetts General Law (M.G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. See the Transferring a Registration Section on the RMV's website at [www.mass.gov/rmv](http://www.mass.gov/rmv) for more information.
- **Cancel the registration plates if:**
  - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle.
  - You move to another state and you register the vehicle in that state.
  - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.



222085675

**Skip the Line, Go Online! Visit [Mass.Gov/RMV](http://Mass.Gov/RMV) for list of available transactions.**



#15

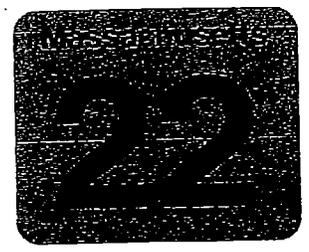
# CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 section 24B makes it a crime to alter this Certificate  
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Plate Type TAN	Registration Type TAXI NORMAL	Plate Number 18JA	Effective Date 01-Dec-2021	Title Number CC420853	Expires On →	Month 11	Year 22
Model Year 2008	Make TOYT	Model SIENNA	Model Number	Body Style VAN	Color(s) GREEN	Vehicle Identification Number 5TDZK23C38S178206	
Residential Address (If Different than Mailing)					Total Registered Weight for Commercial Vehicle or Trailer		
Garage Address 92 JACKSON STREET SUITE 206 SALEM MA 019703068					US DOT Number for Commercial Vehicle		
Name(s) of Owner(s) and Mailing Address  009223 ****AUTO**ALL FOR AADC 021 WITCH CITY TAXI INC 92 JACKSON STREET SUITE 206 SALEM MA 01970-3068					Insurance Company SAFETY INSURANCE COMPANY		
					Maximum Seating Capacity for Vehicles for Hire 5		
					<i>Colleen J. Ojima</i> Registrar of Motor Vehicles		
Lessee/In Custody Of							
Special Message				Change of Address <input type="checkbox"/> Residential <input type="checkbox"/> Mailing <input type="checkbox"/> Garage			

## Important Information for Vehicle Owners

- **Certificate of Registration:** Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and/or trailer, in the vehicle, in some easily accessible place. The records of the RMV constitute the official status of the vehicle registration.
- **Change of Address:** By law, you must report any change of address to the RMV within 30 days. Visit [Mass.Gov/RMV](http://Mass.Gov/RMV) to change your address. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- **No Insurance Card Required:** Massachusetts law does not require an insurance card. M.G.L. Chapter 90, section 34, and Chapter 175, Section 113A, requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. The insurer is required by law to electronically notify the Registry of Motor Vehicles if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.
- **Transferring Your Plates:** Massachusetts General Law (M.G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. See the Transferring a Registration Section on the RMV's website at [www.mass.gov/rmv](http://www.mass.gov/rmv) for more information.
- **Cancel the registration plates if:**
  - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle.
  - You move to another state and you register the vehicle in that state.
  - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.



222085687

**Skip the Line, Go Online! Visit [Mass.Gov/RMV](http://Mass.Gov/RMV) for list of available transactions.**



# REGISTRATION CANCELLATION RECEIPT

# #6

## MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Registration Number 470D		Registration Type TAXI		Effective Date 14-Apr-2021	Expires  Last Day Of	Month 11	Year 21	Title Number BR796412
Model Year 2006	Make TOYT	Model SIENNA	Body Style VAN	Color(s) GREEN		Vehicle Identification Number 5TDZA23C26S472972		
Residential Address (If Different than Mailing)						Total Registered Weight for Commercial Vehicle or Trailer		
Garage Address 92 JACKSON STREET SUITE 206 SALEM MA 019703068						US DOT Number		
Name(s) of Owner(s) and Mailing Address  003053 ****AUTO**ALL FOR AADC 021 WITCH CITY TAXI INC 92 JACKSON STREET SUITE 206 SALEM MA 01970-3068						Number of Axles		
						Insurance Company PROGRESSIVE CASUALTY INSURANCE COMPANY		
						If Vehicle Carrying Passengers for Hire: Maximum Number of Passengers that Can Be Seated  7		
The Records of the RMV Database Constitute the Official Status of the Vehicle Registration						Registrar of Motor Vehicles <i>James J. Jelen</i>		
Special Message					Change of Address			
					Street Address			
					City, State, Zip Code			

Once you cancel your registration, your car/truck cannot be driven on any public way in the Commonwealth of Massachusetts. When your registration is canceled, the RMV will provide you with a registration cancellation receipt.

Once your registration is canceled, you must recycle or destroy your license plates. Plates can be cut in half and discarded; or you can recycle destroyed plates if your town accepts them at the local recycle center.

### Important Information for Excise

You may be eligible for an abatement of your local motor vehicle excise if you cancelled this registration because you also:

- Moved out of Massachusetts.
- Reported the vehicle stolen
- No longer own the vehicle

For your local assessors' office to process your abatement application you must provide documentation of these and any other actions required by state law. If you have any questions, please contact your local assessor.

NO. 078



**Safety Insurance**

20 Custom House Street  
Boston, MA 02110

## COMMERCIAL AUTO POLICY

**Prepared For:**

WITCH CITY TAXI INC  
92 JACKSON ST STE 206  
SALEM MA 01970

**Represented By:**

CULVER INSURANCE INC  
20 CENTRAL ST STE 003/POB 3046  
SALEM MA 01970

TELEPHONE 978-744-1753

This policy jacket with the Commercial Auto Policy Form, Declarations Page and Endorsements, if any, issued to form a part thereof, completes this policy.



# Safety Insurance

AUTO • HOME • BUSINESS

## COMMERCIAL AUTO POLICY SUMMARY PAGE

Safety Insurance

Policy Number: COM 2711765 01  
Renewal of COQ 2711765

Policy Period From 02/24/2022 To 02/24/2023  
12:01 A.M. Standard Time at the Named Insured's Address

Transaction: RENEWAL DECLARATION

Customer #:

Named Insured & Address:  
WITCH CITY TAXI INC  
92 JACKSON ST STE 206  
SALEM MA 01970

Agent: 0046048 Telephone: 978-744-1753  
CULVER INSURANCE INC  
20 CENTRAL ST STE 003/POB 3046  
SALEM MA 01970

Type of Business: All Other

Audit Period: ANNUAL

Business Description:

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy. This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

COVERAGE PART DESCRIPTION		PREMIUM
Commercial Auto - Business Auto	\$	34,674.00

POLICY PREMIUM	\$	34,674.00
DEPOSIT PREMIUM	\$	
TAXES AND SURCHARGES	\$	
TOTAL DEPOSIT PREMIUM	\$	

Forms applicable to all Coverage Parts: See Forms and Endorsements schedule

These Declarations together with the common policy conditions, coverage declarations, coverage form(s), and form(s) and endorsements, if any, issued, complete the above numbered policy.

**ITEM ONE BUSINESS AUTO DECLARATIONS**

 Policy Number: COM 2711765 01  
 Renewal of COQ 2711765

 Policy Period From 02/24/2022 To 02/24/2023  
 12:01 A.M. Standard Time at the Named Insured's Address

Transaction: RENEWAL DECLARATION

Customer #:

 Named Insured & Address:  
 WITCH CITY TAXI INC  
 92 JACKSON ST STE 206  
 SALEM MA 01970

 Agent: 0046048 Telephone: 978-744-1753  
 CULVER INSURANCE INC  
 20 CENTRAL ST STE 003/POB 3046  
 SALEM MA 01970

Type of Business: All Other

Audit Period: ANNUAL

Business Description:

**ITEM TWO: SCHEDULE OF COVERAGES AND COVERED AUTOS**

This policy provides only those coverages where a charge is shown in the premium column below. Each coverage will apply only to those "autos" shown as covered "autos", indicated by the entry of one or more symbols from the COVERED AUTO Section of the Business Auto Coverage Form next to the name of the coverage.

**LIABILITY INSURANCE**

COVERAGES	COVERED AUTO SYMBOLS	LIMIT		PREMIUM
		THE MOST WE WILL PAY FOR ANY ONE ACCIDENT OR LOSS		
COMPULSORY BODILY INJURY (Compulsory Limits \$20,000/\$40,000)	7	\$20,000 \$40,000	Each Person Each Accident	\$14,451.00
PERSONAL INJURY PROTECTION	7	\$8,000	Each Person	\$5,652.00
OPTIONAL BODILY INJURY	7	SEE SCHEDULE	Each Accident	\$972.00
PROPERTY DAMAGE (Compulsory Limit \$5,000)	7	SEE SCHEDULE	Each Accident	\$13,398.00
AUTO MEDICAL PAYMENTS	7	SEE SCHEDULE	Each Person	\$69.00
UNINSURED MOTORISTS (Compulsory Limits \$20,000/\$40,000)	7	SEE SCHEDULE	Each Person Each Accident	\$132.00
UNDERINSURED MOTORISTS	7	SEE SCHEDULE	Each Person Each Accident	\$0.00

**PHYSICAL DAMAGE INSURANCE**

 Actual Cash Value or Cost of Repair, whichever is less, minus the Deductible stated in the Schedule of Covered Autos for each covered auto.  
 See ITEM FOUR for hired or borrowed "autos".

COLLISION COVERAGE		Deductible	
LIMITED COLLISION COVERAGE		Deductible	
SPECIFIED PERILS COVERAGE		Deductible	
COMPREHENSIVE COVERAGE		Deductible	
LOSS OF USE - RENTAL REIMBURSEMENT			
TOWING AND LABOR		for each disablement	
Premium for Endorsements			\$0.00
Estimated Total Premium			\$34,674.00

Forms and Endorsements Applicable to this policy: See Forms and Endorsements Schedule



**BUSINESS AUTO DECLARATIONS**

**ITEM THREE: SCHEDULE OF COVERED AUTOS YOU OWN**

DESCRIPTION				LOCATION	
Unit #	Year, Make & Model, Serial No. or Vehicle Identification Number	PURCHASED		City/Town, State	Territory
		Cost New			
1	2008 TOYO SIENNA 5TDZK23C38S178206	24,340		SALEM, MA	016
2	2011 TOYO SIENNA 5TDDK3DC5BS023548	34,515		SALEM, MA	016
3	2006 TOYO SIENNA 5TDZA23C26S472972	25,130		SALEM, MA	016

CLASSIFICATION					
Unit #	Code	Radius of Operation	Business Use	Size GVW, GCW or Seating Capacity	Age Group
1	41590		Taxicab		9
2	41590		Taxicab		9
3	41590		Taxicab		9

LIABILITY LIMITS (* Designates Limit(s) in Thousands)													
Unit #	Compulsory Bodily Injury	Personal Injury Protection	Optional Bodily Injury		Property Damage			Auto Medical Payments		Uninsured Motorist Compulsory Limits		Underinsured Motorist	
	\$20,000/\$40,000	\$8,000 Each Person	*Limit	Premium	*Limit	Ded	Premium	Limit	Premium	*Limit	Premium	*Limit	Premium
1	4,817	1,884	20/40	324	25		4,466	5,000	23	20/40	44	20/40	0
2	4,817	1,884	20/40	324	25		4,466	5,000	23	20/40	44	20/40	0
3	4,817	1,884	20/40	324	25		4,466	5,000	23	20/40	44	20/40	0
	14,451	5,652		972			13,398		69		132		

PHYSICAL DAMAGE (Limits stated in ITEM TWO)															
Unit #	@ Value Type & Limit	Collision		Limited Collision		** Specified Perils			Comprehensive		*** Waiver of Ded.	Loss of Use		Towing & Labor	
		Ded.	Premium	Ded.	Premium	Cov.	Ded.	Premium	Ded.	Premium		Limit	Premium	Limit	Premium
1															
2															
3															

\*\* F - Fire Coverage, T - Theft Coverage, F & T - Fire and Theft Coverage, CAC - Combined Additional Coverage  
 \*\*\* YES Designates Waiver of Deductible  
 ## Designates Policy Level Additional Insured-Lessor applies.  
 @ Designates whether Actual Cash Value or Stated Amount. Limit of Liability included for Stated Amount.

Unit #	Except for towing all physical damage loss is payable to you and the loss payee named below as interests may appear at the time of loss.



**CITY of BEVERLY**  
**OFFICE of the CITY SOLICITOR**

*191 Cabot Street*  
*Beverly, Massachusetts 01915*  
*Phone (978) 921-6035*  
*Fax (978) 921-5860*

NO. 079

*Mayor*  
*Michael P. Cahill*

*City Solicitor*  
*Stephanie M. Williams*

*Assistant City Solicitors*  
*Jesse P. Dole*  
*Beth A. Oldmixon*

2022 MAR - 3 P 12: 28  
CITY OF BEVERLY  
OFFICE OF THE CITY SOLICITOR

March 3, 2022

Honorable City Council  
c/o City Clerk Lisa Kent  
191 Cabot Street  
Beverly, MA 01915

**Re: Process for local approval of home rule petition to amend the City's 1995 Home Rule Charter**

Dear Honorable Council:

This letter is to provide you with an overview of (1) City Charter provisions related to amending the Charter, and (2) the local process for filing a home rule petition with the state legislature seeking special legislation.

Section 8-1 of the City Charter states:

- (a) In general - This Charter may be replaced, revised or amended in accordance with any procedure made available under the State Constitution, or by statutes enacted in accordance with the State Constitution.
- (b) Periodic review - The City Council shall provide, in every year ending in a zero, for a review of the Charter by a special or standing committee of the Council and four additional persons to be appointed by the Council President. The said committee shall file a report within the said year recommending any changes in the Charter which it may deem to be necessary or desirable.

The charter review committee ("CRC") formed under section 8-1(b) of the City's 1995 Home Rule Charter<sup>1</sup> ("City Charter or Charter") recently filed with the Council suggested amendments to the City Charter. The CRC has recommended that the City seek special legislation from the state legislature to implement the changes, which is a "procedure made available under the State Constitution" as contemplated by section 8-1(a) of the Charter. See City Charter Section 8-1(a); Home Rule Amendment (1966) Article 89 section 8(1). The Charter does not include language requiring the Council to take any particular action with respect to the CRC's recommendations. This letter assumes that the City Council wishes to pursue the recommended special legislation.

Under the State Constitution, a municipality has the ability to petition the General Court (the Commonwealth's legislature) to pass special legislation that impacts just that municipality. This is typically referred to as a home rule petition.<sup>2</sup> Any such petition must be approved by both the municipality's mayor and city council. See Home Rule Amendment (1966) Article 89 section 8(1). Local veto override procedures are not available in the context of home rule petitions. Opinion of the Justices to the Senate, 429 Mass. 1201, 1204-05 (1999). The State Constitution does not prescribe the number of City Council votes needed to approve a home rule petition. In general, case law provides that the process should track the local process for passage of an ordinance. Opinion of the Justices to the Senate, 365 Mass. 655, 659-60 (1974). In Beverly, the Charter requires "the affirmative vote of five members" of the Council to adopt an ordinance. See City Charter Section 2-6(b). Therefore, my view is the same quantum of vote is required for approval of a home rule petition.

Voter acceptance or ratification of special legislation is not required. The City, however, may choose to include such a requirement in the home rule petition and, as a practical matter, it is highly advisable to include such a requirement for any change related to the composition, mode of election or appointment, or terms of office of the legislative body, mayor, or members of the school committee, as well as any amendment that is or could be controversial. Language, therefore, should be included identifying any amendments that are dependent on voter acceptance.

The home rule petition also should include any restrictions imposed on the legislature's ability to amend the language of the special legislation. With respect to authorizing legislative changes, it is advisable to authorize clerical and editorial changes, at a minimum. Municipalities also sometimes include a provision allowing the chief executive to approve amendments that are within the scope of the general public objectives of the petition.

A draft home rule petition will be provided to the City Council before it is ready to vote on the matter.

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<sup>1</sup> The 1995 Home Rule Charter was prepared by an elected Charter Commission and then approved by the voters of Beverly.

<sup>2</sup> In recent years, the City has filed home rule petitions seeking special legislation authorizing certain action by the city with respect to other matters, such as the leasing of One Water Street, extending the mandatory retirement age of the former fire chief, and issuing certain location specific liquor licenses.

If approved by the City Council and the Mayor, the home rule petition with the vote and Mayor's signature certified by the City Clerk, would then be sent to Representative Parisella for filing with the legislature. I have been in touch with him, and his office is prepared to assist in facilitating the passage of the petition.

I will available at your March 7, 2022 meeting to discuss this matter.

Sincerely,

*Stephanie M. Williams*

Stephanie M. Williams

Cc: Mayor Michael P. Cahill  
Tim Flaherty, Chair of the Charter Review Committee  
Gerry Perry, Budget/Management Analyst  
Marilyn Contreas, Collins Center

**VIA CERTIFIED MAIL**

Municipalities listed within Keolis' Vegetation Management Plan 2021-2025:  
Board of Health; Conservation Commission; and Chief Elected Municipal Official or Board of Selectmen

CITY OF BEVERLY  
RECEIVED AND RECORDED  
CLERK'S OFFICE

**SUBJECT: 2022 Yearly Operating Plan**  
*Vegetation maintenance activities Commuter Rail*

2022 FEB 18 A 8:26

To Whom It May Concern,

On behalf of the Massachusetts Bay Transportation Authority, Keolis Commuter Services, LLC (Keolis) has published the Yearly Operating Plan ("YOP") for calendar year 2022 for vegetation maintenance activities prepared in accordance with the Massachusetts Department of Agricultural Resources ("MDAR") Right(s)-of-Way ("ROW") Management Program [333 CMR 11.06]. The Commuter Rail 2022 YOP is consistent with the objectives of the Vegetation Management Plan ("VMP") for years 2021-2025. With this notice all communities are advised of the Environmental Monitor Notice ("EMN") issued by MDAR for the 2022 YOP 45-day Public Comment period [333 CMR 11.06 (a)(b)]. During this period, Keolis will consult with the National Heritage of Endangered Species ("NHESP") for approval of the YOP [333 CMR 11.04 (3)(c)].

Keolis has implemented an Integrated Vegetation Management ("IVM") approach that includes targeted and selective chemical application and mechanical controls following the Best Management Practices included in the approved VMP 2021-2025. The herbicides for 2022 include products from the MDAR Rights of Way Sensitive Area Materials List. All herbicide application is conducted by a State certified and licensed ROW pesticide applicator.

The purpose of the YOP as a companion document to the VMP is to inform the municipalities of the planned vegetation maintenance activities for the calendar year in compliance with 333 CMR 11.06(2). The public comment process allows the opportunity for members of the communities to review the YOP and ROW maps, request updates to maps and or comment on any relevant information concerning the YOP. Communities are encouraged to review the maps following the links below and identify any private drinking wells that fall within 100 feet of the ROW. Please register any private well not included in the maps via MDAR - Private Well Registration Form (<https://massnrc.org/pwr/>) and inform Keolis and FDCE.

Please review your mailing address and the ten-digit police department emergency telephone number listed in the YOP and notify us of any required revisions. Hard copies of all documents are available upon request. Keolis Commuter Services 2022 YOP, the EMN and map(s) for each municipality can be found electronically at:

<https://www.fdcerrailroadvegetation.com>

- ➡ KEOLIS Commuter Services
- ➡ Environmental Monitor Notice
- ➡ 2022 Yearly Operational Plan
- ➡ "YOUR MUNICIPALITY"
- ➡ Right-of-Way Maps

For questions, comments, or concerns related to the above, please follow the EMN Public Comment process and email the Keolis Environmental Department at [environmental@keoliscs.com](mailto:environmental@keoliscs.com). For any questions accessing the electronic documents, maps, or request for hard copies, please email Matt Donovan at [Matt@FDCEngineers.com](mailto:Matt@FDCEngineers.com). All responses to concerns will be coordinated by Tim Dermody from FDCE.

Sincerely,  
Clary Coutu, *Keolis Director of Environment and Sustainability*

CC: Janis O. Kearney, *MBTA Director of Compliance*